

## **ASSISTANT PRINCIPAL**

### DEFINITION

Under the direction of the Principal, organize, direct and coordinate the operation of the Charter School; maintain a safe school/classroom environment; coordinate assigned school/student activities; communicate information to staff, principal, administrator, director, and the public; work as a member of the administrative team.

**Description of work:** Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts. Facilitates various meetings (IEP, Staff Development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school and/or county objectives. Prepares documents (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information. Intervenes in occurrences of inappropriate behavior for the purpose of assisting and modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action. Manages various school administrative functions for the purpose of enforcing school, and state policy and maintaining safety and efficiency of school operations. Presents information on various topics for the purpose of communicating information, providing training, and/or gaining feedback. Assists other personnel as may be required for the purpose of supporting them in the completion of their work. Assists in supervising, directing and evaluating certificated and classified employees for the purpose of monitoring performance and carrying out the objectives of the program. Attends county leadership and certificated management meetings for the purpose of communicating and/or gathering information.

### SUPERVISORY RESPONSIBILITIES

Responsible for overall direction, coordination and evaluation of employees under his/her supervision. Training, planning, assigning and directing work of employees. Addresses complaints and resolves problems.

### Knowledge

Knowledge of current legislation and regulations as they relate to special education; California State Department of Education's CORE Curriculum Standards; applicable state and federal laws; sound budgeting practices; current principles, practices, and techniques of effective administration; curriculum and instruction; principles of supervision, training and performance evaluation and sound personnel practices.

### Skills and Ability

Ability to plan, assign, direct and evaluate the work of employees in assigned programs; conduct meeting in a direct, succinct manner; establish and maintain good working relationships with county office staff, school district staff, parents and the public; communicate effectively in writing and verbally; operate computers and assess e-mail and internet; and develop appropriate goals and objectives for students in assigned programs.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting, reaching, stooping and bending.

Licenses and Certificates

Valid Administrative Services Credential  
Valid California Teaching Credential  
Valid California Driver's License

CS:  
05/04/18