

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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6/22/06

- TITLE:** ASSISTANT PRINCIPAL, SECONDARY (6-12)
- REPORTS TO:** Site Principal
- SUPERVISES:** Personnel attached to the school as assigned by the principal
- JOB GOAL:** To assist the principal and/or deputy principal in the areas of leadership, supervisory, and administration skills so as to promote the educational development of each student

QUALIFICATIONS

Knowledge of

1. Assessment and evaluation of effective instructional techniques.
2. Curricular development and assessment.
3. Development of a school-wide master schedule.
4. Effective instructional strategies.
5. Facility maintenance and custodial supervision.
6. Preparation and implementation a school-wide disaster preparedness plan.
7. Special education mandates.
8. State and district laws, rules, and regulations pertaining to the educational environment.
9. Supervision of campus climate and co-curricular events.
10. Safety rules and regulations for this position.

Ability to

1. Apply general policies and procedures to specific situations.
2. Assist in developing and implementing a school vision.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in both oral and written forms.
5. Conduct workshops.
6. Design/implement and effective action plan.
7. Effectively and efficiently supervise a variety of personalities.
8. Establish and maintain effective work relationships with those contacted in the performance of required duties, including but not limited to, students, staff, law enforcement agencies, parents, and community members.
9. Facilitate open communication.
10. Facilitate participatory decision-making.
11. Handle all matters in a tactful, courteous, and confidential manner.
12. Identify school issues.
13. Interact with local support agencies.
14. Investigate issues, which relate to school climate and safety.
15. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
16. Make accurate and timely decisions.
17. Perform the job functions in the job description.
18. Present and maintain professional appearance and demeanor.
19. Receive and give information over the telephone or in person in a courteous manner.
20. Set, follow, and evaluate school policies.
21. Understand and carry out oral and written instructions, policies, and procedures.
22. Work cohesively in a team environment.

TITLE: ASSISTANT PRINCIPAL, SECONDARY (6-12)

Training and Experience

1. A Master's Degree or higher from an accredited college or university.
2. A work history demonstrating dependability, reliability, and good attendance.
3. Possession and maintenance of a valid and appropriate California Administrative Services Credential.
4. Possession and maintenance of a valid California Teaching Credential
5. Three (3) or more years of successful teaching experience, preferably at the secondary level.

ESSENTIAL FUNCTIONS

1. Actively participates in school Accreditation and other school evaluation/study efforts.
2. Articulates Blue/Red vision, program, and goals to feeder schools and community.
3. Assists the principal in the supervision and evaluation of the performance of school personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
4. Assumes responsibility for ensuring proper attendance procedures and for on-going activities.
5. Builds a sense of teamwork, maintains high standards, demonstrates a positive attitude, and is relentless in the pursuit of excellence.
6. Directs the learning program for each student assigned.
7. Facilitates the placement and social adjustment of all new students to the school
8. Follows district policies and procedures.
9. Maintains a high level of visibility on the campus.
10. Maintains high standards of student conduct and enforces discipline as necessary, according to the due process of the rights of students.
11. Manages time effectively so that priorities are attended to in an effective manner.
12. Motivates, encourages, and supports each student and staff
13. member.
14. Participates in district in-service training as required.
15. Provides a solid, comprehensive K-12 sequence of teaching, learning, assessment, and support in every area of the total program.
16. Provides demonstration lessons for teachers in the latest teaching strategies and techniques.
17. Provides leadership to the site, to the team (blue/red), and to the district.
18. Responsible for bridge-building.
19. Responsible for monitoring, assessing, reviewing and revising every aspect of the academic program.
20. Returns all phone calls from parents/guardians on the same day received.
21. Interacts as a contact with police, probationary officers, and other agencies to develop solutions for student attendance and behavioral concerns.
22. Serves as a member of the Administrative and Curriculum committees.
23. Strives to create a school climate, which is positive and productive for students, staff, and community.
24. Takes all appropriate actions to ensure any potential gang or gang-related activities are eliminated.
25. Under the direction of the principal, actively participates in all Crisis Intervention Team activities.
26. Works in conjunction with the Principal, Counselor, and staff to instill confidence and competence in each student.
27. Works with teachers, Counselors, students, staff, parents, and other administrators to design, implement, monitor, and assess each area of the curriculum, emphasizing the K-12 sequence.

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ESSENTIAL FUNCTIONS (continued)

28. Attends and participates in student, staff, and school-related community functions both within the district and at other schools which our students are engaged in events.
29. Helps to ensure proper maintenance and control of site-based and student funds.
30. Participates in district-level activities as assigned by the superintendent.
31. Serves as the principal-designee when so designated by the principal or superintendent.
32. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification desired.
3. Possession and maintenance of a valid and appropriate state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
4. Some positions in this class may require individuals who can read, write, and/or speak a second language.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, shoulder extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
12. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 205 work days
Certificated Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel.

Approved by:	Board of Education	Date:	May 14, 1992
Amended by:	Board of Education	Date:	June 5, 2003
Amended by:	Board of Education	Date:	June 22, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**