

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Page 1 of 5

TITLE: DEPUTY PRINCIPAL, HIGH SCHOOL

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. Preparation and implementation of a school-wide disaster preparedness plan.
6. Special education mandates.
7. State and district laws, rules, and regulations pertaining to the educational environment.
8. Supervision of campus climate and co-curricular events.
9. 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 an 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 to, but limited to, students, staff, law enforcement agencies, parent, and community members.
9. Facilitate open communication and understanding.
10. Facilitate participatory decision-making.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
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. Perform the job functions in the job description.
17. Present and maintain a professional appearance and demeanor.
18. Receive and give information over the telephone or in person in a courteous manner.
19. Serve as the principal in the absence of the regular principal.
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.
23. Work successfully with diverse groups of people.
24. Write grant proposals.

Training and Experience

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

REPORTS TO: Site Principal

SUPERVISES: Personnel attached to the school as assigned by the principal

JOB GOAL: To assist the school principal in providing school-wide leadership, supervisory, and administrative skills so as to promote the educational development of each student; and to learn the role of school principal.

ESSENTIAL FUNCTIONS

1. Actively participates in Accreditation and other school evaluation/study efforts.
2. Articulates the Blue/Red vision, program, and goals to feeder schools and community.
3. Assists in the conducting of safety inspections and safety drill practice activities.
4. Assists the principal in developing and implementing instructional strategies.
5. Assists the principal in ensuring that proper attendance procedures are completed and for on-going activities.
6. 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.
7. 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.
8. Builds a sense of teamwork, maintains high standards, demonstrates a positive attitude, and is relentless in the pursuit of excellence.
9. Confers with staff, students, and community leaders on school needs.
10. Evaluates assigned personnel.
11. Facilitates the placement and social adjustment of all new students to the school.
12. Helps monitor the progress of pupils, and reports such progress to parents.
13. Implements all aspects of the "Second to None" concept to include proper liaison with middle and alternative high schools.
14. Implements district-approved curriculum.
15. Interacts with parent, student, and staff concerns in a sensitive and timely manner.
16. Interprets school programs to community leaders.
17. Knows and implements board policies applicable to assignment.
18. Knows, understands, and implements the Vision Statement of the district.

ESSENTIAL FUNCTIONS (continued)

19. Maintains a high level of visibility on the campus.
20. Maintains administrative records.
21. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
22. Manages time effectively so that priorities are attended to in an effective manner.
23. Monitors the progress of pupils, and takes action to ensure a high level of pupil success is achieved.
24. Motivates, encourages, and supports each student and staff member.
25. Participates in district in-service training as required.
26. Performs such other tasks and assumes such other responsibilities as the principal may assign.
27. Plans and coordinates the work of assigned staff members.
28. Plans for the most effective use of curriculum materials, instructional supplies and equipment.
29. Prepares administrative reports as assigned by the principal.
30. Provides a solid, comprehensive K-12 sequence of teaching, learning, assessment, and support in every area of the total program.
31. Provides demonstration lessons for teachers in the latest teaching strategies and techniques.
32. Provides leadership to the site, to the team (blue/red), and to the district.
33. Responsible for bridge building.
34. Responsible for monitoring, assessing, reviewing and revising every aspect of the academic program.
35. Returns all phone calls from parents/guardians on an immediate as possible basis, and definitely within 24 hours.
36. Serves as a contact with police, probationary officers, and other agencies to develop solutions for student attendance and behavioral concerns.
37. Serves as a member of the Administrative and Curriculum committees.
38. Serves as the principal-designee when so designated by the principal or superintendent.
39. Strives to create a school climate, which is positive and productive for students, staff, and community.
40. Supervises the curricular and extra-curricular programs of the school.
41. Supervises the preparation of student schedules.
42. Takes all appropriate actions to ensure any potential gang or gang-related activities are eliminated.
43. Under the direction of the principal, actively participates in all Crisis Intervention Team activities.
44. Uses a participatory management system, which provides staff involvement in appropriate decision making.
45. Works in conjunction with the principal, Learning Directors, Learning Coordinators, and staff to instill confidence and competence in each student.

ESSENTIAL FUNCTIONS (continued)

46. Works with teachers, Learning Directors, Learning Coordinators, students, staff, parents, and other administrators to design, implement, monitor, and assess each area of the curriculum, emphasizing the K-12 sequence.

OTHER FUNCTIONS

1. Helps to ensure proper maintenance and control of site-based and student funds.
2. Participates in district-level activities as assigned by the principal or superintendent.

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 kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to fifteen (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to carry up to fifteen (10) pounds frequently, and thirty (30) pounds occasionally.
10. Able to push and pull objects weighing up to thirty (30) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.
16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.

PHYSICAL ABILITIES (continued)

18. 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.
19. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 215 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: June 26, 2003

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

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