

# ROCKLIN UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION



**JOB TITLE:** Assistant Principal, High School

**SUMMARY:**

The High School Assistant Principal coordinates student personnel and related activities. He/she acts as the administrative assistant to the high school principal and acts as principal in the absence of the principal. He/she assists in the formulation and implementation of district policies and serves as a member of the management staff.

The High School Assistant Principal manages in an environment of single subjects in multiple classrooms where the curriculum requires a complex master schedule with full-time counselors are on site, and the environment is characterized by career exploration, scholarship and college counseling, teaching progress towards graduation, challenges in campus security and discipline, and a variety of extra-curricular activities and sporting events.

This position shares responsibility for the direction, coordination, and evaluation of site personnel. This position carries out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; supervising employees; addressing complaints and resolving problems.

**SUPERVISOR:** Principal, High School

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists the school principal in all activities related to the school's curriculum, programs, personnel, and facilities as assigned.
2. Assumes assigned responsibility for the implementation of the district-approved curriculum programs including the selection and disposition of instructional materials and supplies, audio visual aids, library books, and textbooks.
3. Participates in the assigned administrative procedures and reports in the operation of the school, including attendance, insurance, health, and budget in accordance with district policies and procedures.

4. Assists in the selection, placement, and performance evaluation of personnel in the school, including employment interviews, inservice training, and observations in accordance with the district's adopted uniform guidelines, policies and procedures.
5. Participates in developing school plans and organizational procedures for health, safety, student body activities, discipline, and conduct of students as established by district procedures.
6. Assists in assigned responsibilities for the maintenance of the school's equipment, facilities, and general premises.
7. Assists in the coordination of the total program of pupil personnel services.
8. Participates in maintaining effective communication with parents about programs, individual pupil progress, behavior, and parent participation.
9. Participates in carrying out a program of community relations.
10. Interprets and implements district policies, California Education Code, and other pertinent state and federal provisions.
11. Walks the campus and ensures campus safety.
12. Supervises after-school activities.
13. Performs related duties as required.

**KNOWLEDGE OF:**

1. Instructional curriculum and methods for high school.
2. School site administrative techniques.
3. District policies and procedures.
4. State and federal regulations for high school.
5. Budget preparation and control.
6. Goals, objectives, and policies of the district.
7. Interpersonal skills such as counseling, coaching, and mediation.
8. Oral and written communications.
9. Operation of personal computers and related software.
10. Time management.
11. Policies and objectives of assigned high school programs.

**ABILITY TO:**

1. Plan, organize, and administer high school programs.
2. Train, supervise and evaluate staff performance.
3. Prioritize and schedule work.
4. Prepare and monitor a budget.
5. Explain and enforce policies and regulations.
6. Establish and maintain effective relationships with others.
7. Operate a personal computer and related software.
8. Supervise after-school activities.

**EDUCATION:**

Graduation from a recognized four-year college or university. Master's degree preferred.

**EXPERIENCE:**

Five years teaching experience, two years administrative experience preferred.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

A valid California Administrative Credential (K-12)

A valid California Driver's License

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Medical Category I:**

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor environmental conditions and is occasionally exposed to outdoor weather conditions. The employee is frequently exposed to video display. The noise level in the work environment is usually loud. The employee frequently uses personal vehicle for work-related travel.

Adoption Date: October 18, 2000