

MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Elementary School Assistant Principal

GENERAL DESCRIPTION: Under the direction of, and reporting to the Building Principal, the Elementary School Assistant Principal assists in the management and operation of the elementary school. The Elementary School Assistant Principal assists in maintaining a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. The Elementary School Assistant Principal operates within the framework of District policies adopted by the Board of Education, the legal requirements as stipulated in the *Education Code*, the *California Code of Regulations, Title V* and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Acts for the Principal in his/her absence and by his/her designation.
- b. Assists the Principal and staff in implementing appropriate actions delineated for the school as part of the District's long range goals and curricula design and delivery.
- c. Assists in the planning, coordination and supervision for the schools co-curricular and extracurricular activities.
- d. Provides for assessing student needs in order to make appropriate program decisions.

2 Curriculum

- a. Provides leadership in helping develop, implement, evaluate and revise the instructional program and assists staff members in curricular and instructional techniques.
- b. Demonstrates leadership and support of the educational/administrative philosophies of the school and District.
- c. Assists in coordinating curricular development with staff and parents.
- d. Ability to assist teachers in providing optimal learning opportunities for the atypical student.

3. Community Relations

- a. Works with parents and community in the development, implementation and evaluation of the school program through a School Site Council, School Advisory Committee or other parent/community groups as appropriate.
- b. Serves as a liaison with local school community and participates in community affairs.

4. Finance

- a. Assists Principal in the development and management of the school budget.
- b. Facilitates as directed an understanding of the budgetary process with staff and community.

5. Maintenance and Operations

- a. Reports to Maintenance and Operations any need for maintenance of buildings, equipment and grounds.

- b. Supervises custodial staff assigned to the school.
- c. Responsible for the scheduling and use of facilities by outside agencies or groups.

6. Professional Management

- a. Supervises and evaluates classified employees assigned to the school and assists as required in the evaluation of others.
- b. Helps promote and maintain a professional attitude among staff.
- c. Assists in determining staff schedules and assignments.
- d. Administers District policies and assists in adherence to bargaining units contract provisions.

7. Student Welfare and Attendance

- a. Diligently and prudently implements District discipline policies.
- b. Responsible for monitoring student attendance.
- c. Provides appropriate campus supervision and monitors climate that encourages orderly conduct by students.
- d. Assists in developing/maintaining a positive school climate that encourages orderly conduct by students.

8. Student Activities

- a. Promotes a feeling of unity and spirit among the student body.
- b. Provides extra-curricular student activities appropriate to a K-6 school.
- c. Provides leadership/direction to student government, student council activities.

9. Chain of Command

Reports directly to the Elementary School Principal.

10. Education

- a. Has a minimum of 5 years' successful teaching experience at the elementary level.
- b. Preference given for a Master's degree from an accredited university.
- c. Successful experience dealing with student's behavior and conduct, specifically in the area of conflict resolution.

10. License or Certification

Holds or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.

11. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

