

MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Assistant Principal

GENERAL DESCRIPTION: Under the direction of, and reporting to the Principal, the Assistant Principal shall assist in all aspects of the management and operation of the school. The Assistant Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. Through the Assistant Principal's actions, all staff will recognize that the sole purpose of the school's existence is the students and the focus of all decisions should be predicated on that precept. The Assistant Principal operates within the framework of District policies adopted by the Board of Education, the regular 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. Implements the appropriate actions delineated for the school as part of the District's long range goals and curriculum design and delivery.
- b. Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
- c. Promotes with all students the valuing of every staff member's right to be treated with dignity and respect.
- d. Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the school and District's long-range goals as well as day-to-day operations.
- e. Assumes responsibility, in conjunction with the Principal, for assigned school employee evaluations; includes valid and constructive suggestions for improvement of instruction and follows through with those suggestions.
- f. Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities, as assigned, which include but are not limited to:
 - Student Activities
 - Athletics
 - Performing Arts
 - Assemblies
 - Clubs and Student Associations
 - School Publications
 - Student Fund Raising
- g. Assume the leadership of the school in the Principal's absence, as may be required.
- h. Reports to the Principal on growth and improvement of assigned school programs.

2. Curriculum

- a. Assists the Principal in ensuring high quality curriculum design and delivery.
- b. Develops, implements and evaluates all curriculum and matters related to the school instructional program, as directed.
- c. Coordinates curriculum development with department chairs, as directed.
- d. Assists the Principal in providing for an ongoing process of student assessment.
- e. Plans/designs the appropriate staff development to support/reinforce the mission of the school and the continued professional growth for faculty and staff, as directed.
- f. Demonstrates leadership and support of the educational and administrative philosophies of the District.

3. Community Relations

- a. Serves on the appropriate committees and organizations to assure the interests of the school are properly represented, as assigned.
- b. Establishes and maintains effective working relationships with students, parents, community members, outside agency personnel and other interested school stakeholders.
- c. Serves as school and District representative to the home and school club and school site council, as assigned.
- d. Achieves status as a community leader in public education.

4. Finance

- a. Assists in distribution and proper use of monies generated through block grant, categorical programs, special projects, and grant funds.
- b. Facilitates an understanding of the school budget with staff and community, as directed.

5. Personnel

- a. Promotes positive staff morale and commitment.
- b. Acknowledges accomplishments of colleagues and subordinates.
- c. Respects and maintains professional confidences.
- d. Uses appropriate professional channels for communicating personal/professional concerns.
- e. Demonstrates collegial and organizational loyalties.

6. Professional Obligations

- a. Strives to continually improve management and administration skills and abilities.
- b. Keeps aware of educational/personnel trends and developments and employs such information in the school program.
- c. Maintains professional association memberships and represents the school/District on professional committees.
- d. Works closely and cooperatively as a member of the District management team.

7. Authority and Functions

Responsible for assigned management and operation functions under the direction of the Principal.

8. Chain of Command

Reports directly to the Principal of the school annually regarding the progress toward established yearly goals.

9. Education

- a. Holds Master's or a Doctorate from an accredited university.
- b. Has successful experience or high quality preparation in curriculum design, e.g., developing curriculum, articulating curriculum with feeder schools, and coordinating curriculum within the school.
- c. Has successful experience or high quality preparation in use of feedback data in the improvement of the design and delivery of curriculum and education programs.
- d. Has successful experience dealing with students' 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.