

## **Point Arena Schools**

### **Job Description – Secondary Assistant Principal**

Job Title: Assistant Principal

Contract: 200 days

Reports To: High School Principal

Job Description: To assist the site principal fulfill his/her major responsibilities as chief administrative officer and educational leader of the school; participate in the planning, organizing, and administering of assigned operational activities and educational programs; maintain safety of the school environment; assist in modifying inappropriate behavior and develop successful interpersonal skills.

Examples of Duties: May include, but are not limited to:

- Assists principal in the development, improvement and administration of the school curriculum, instructional programs, staff, facilities, and master schedule.
- Provides primary responsibility for implementing discipline policies and for student discipline, guidance, and school wide supervision.
- Maintains communication between students, parents, staff and the community.
- Shares in the supervision of all student extra-curricular activities as assigned.
- Assist in updating the student and employee handbooks.
- Enforce applicable state and district codes, policies and laws; administer district and school site discipline policies, safety programs, and attendance policies.
- May coordinate the use of school facilities for students, district, and/or community activities.
- Provides guidance for students as they prepare for post high school opportunities.
- Performs related duties as assigned by the principal.

Professional Requirements:

- Valid California Administrative Credential
- An appropriate California teaching credential
- Bachelor's Degree from an accredited college or university.
- Masters degree from an accredited university is preferred.

Knowledge of:

- School administrative principles
- Philosophies and practices of the high school education system.
- Effective management techniques.
- Regulations and guidelines related to school administration.

Ability to:

- Stimulate and motive cooperative team efforts and provide leadership.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, coworkers and the public.
- Work independently with appropriate direction.
- Use tact, patience, and courtesy when dealing with people.
- Monitor and control expenses within scope of designated functions.
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies.
- Meet schedules and deadlines.
- Analyze situations accurately and adopt an effective course of action.
- Prepare a wide variety of reports and presentations.

Experience

- Successful high school teaching experience.
- Curriculum and instruction expertise.
- Appropriate leadership roles in education

Physical Requirements

- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- While performing the duties of the job on the high school campus, the employee may be exposed to outside weather conditions.