



## **JOB DESCRIPTION**

### **ASSISTANT PRINCIPAL – ELEMENTARY SCHOOL**

**Range C – Elementary Certificated Administrators Salary Schedule (210 Work Days)**

#### **POSITION DESCRIPTION:**

The Elementary Assistant Principal assists the principal in providing leadership to organize, administer, supervise, and evaluate all aspects of the school program. To accomplish this, the assistant principal works closely with the community, staff, and District administration to realize the vision: Lift every student every day.

#### **EXAMPLES OF ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Assists the principal in the development, implementation, and evaluation of efforts related to improving instruction to increase student achievement;
- Leads instructional staff in aligning curriculum, instruction, and assessment with the District goals as identified in the LCAP, identifies, implements, and monitors school-wide strategies that challenge all students and accelerate learning for historically underserved learners; incorporates cultural responsive strategies that appreciate and recognize diversity;
- Assists in the development of a school environment conducive to learning and responsive to a range of learning styles; facilitates communication between personnel, students, and parents for the purpose of evaluating a situation, solving problems, and resolving conflicts;
- Supervises, observes, coaches, and evaluates school staff; models District standards of ethics and professionalism; follows District policies and the collective bargaining agreements in evaluation of teachers/staff; increases understanding and use of best professional practices;
- Facilitates the development, communication, implementation, and evaluation of quality learning for the purpose of enhancing excellence, equality, and equity for staff and students;
- Influences a school culture conducive to continuous improvement for students and staff; fosters, recognizes, and supports ethnic, cultural, gender, economic, family, and human diversity throughout the school community;
- Establishes positive relationships with teachers, staff, parents and students with an attitude of appreciation, respect, and the highest level of professionalism;
- Assists with the development of effective community relationships; seeks community support to form new partnerships as aligned with the District's goals as identified in the LCAP; fosters relationships with other organizations and partners;
- Assumes responsibility for operation of the school in the absence of the principal, and performs related duties as requested.

#### **KNOWLEDGE, ABILITIES, & EXPERIENCE**

- Demonstrated knowledge of instructional leadership, curriculum development, program design, and best practices
- Ability to motivate, encourage, and work with staff and students to ensure outstanding performance as well as positive engagement and morale
- Demonstration of cultural proficient leadership as evidenced through behaviors, actions, and

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, gender identity, gender expression, or genetic information at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

decision making

- ▯ Ability to review and analyze data from multiple sources leading to informed decisions intended to improve student achievement
- ▯ Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- ▯ Excellent organization, time management and follow-up skills; demonstrated ability to successfully handle multiple projects concurrently; ability to work collaboratively as part of a team

**OTHER DESIRED QUALIFICATIONS:**

- ▯ Bilingual/bicultural desired
- ▯ Proficiency using technology in the performance of job duties
- ▯ Proficiency integrating 21<sup>st</sup> Century learning skills into the instructional program
- ▯ Prior experience working in an environment where the student demographics are rapidly shifting and changing, requiring new approaches to teaching, learning and family engagement

**Physical Requirements:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

Board Approval:

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, gender identity, gender expression, or genetic information at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.