

## MODESTO CITY SCHOOLS

*PROPOSED*

Job Description

JC# 413

### ASSISTANT PRINCIPAL, 9-12

#### OVERALL RESPONSIBILITY

Under the supervision of the Principal, provide leadership and assume responsibility for assisting with the administration and supervision of a comprehensive high school at the assigned building site; assume administrative responsibility for the site's pupil services programs, including counseling and guidance, pupil records, pupil health services, and other support programs.

#### SPECIFIC RESPONSIBILITIES

1. Provide training to staff regarding adopted Modesto City Schools' curriculum, courses of study, standards, and the instructional program of the school. *E*
2. Assist in the development, revision, and evaluation of curricula and instruction at the school and District levels. *E*
3. Provide training to staff regarding the analysis of data and development of plans for the improvement of curriculum and instruction. *E*
4. Assist in the organization and implementation of assessment programs. *E*
5. Assist in the coordination of categorical programs. *E*
6. Act as administrative head of the school in the absence of the Principal. *E*
7. Assist in the selection, orientation, supervision, and evaluation of selected certificated and classified personnel. *E*
8. Conduct student/parent meetings to implement District guidelines for the promotion and retention of students. *E*
9. Serve as site Program Manager, participate in, and manage the site pupil services program (i.e., SST, IEP, 504). *E*
10. Coordinate the preparation of expulsions, SARB referrals, school crime reports, and involuntary transfers to alternative programs. *E*
11. Develop, implement, manage and supervise programs to assure support services for students. *E*
12. Provide direct services to pupils, parents and staff for managing classroom behavior as well as assist in formatting, articulation, and administering the Student Conduct Code, Athletic Code of Conduct and classroom and school rules. *E*
13. Coordinate and supervise student body projects and activities and other school functions as directed. *E*
14. Work with Parent Advisory Committees, Site Advisory Councils, P.T.A., ELAC, etc. *E*
15. Promote parent involvement by organizing and leading activities and programs. *E*
16. Promote positive home, school and community relations. *E*
17. Assist in maintaining a safe, calm and secure campus. *E*

## **ASSISTANT PRINCIPAL, 9-12 (continued)**

18. Provide classroom instruction on the Modesto City Schools' Conduct Code. *E*
19. Provide training to staff regarding instructional strategies to improve pupil outcomes on District and State tests. *E*
20. Coordinate the library services and the ordering, distribution and inventory of instructional materials. *E*
21. Assist in formulating and administering school policies, programs and budgets. *E*
22. Prepare master schedule in cooperation with the Principal. *E*
23. Develop and promote articulation of instruction within the high schools and between the high school and corresponding junior high school. *E*
24. Coordinate the placement of student teachers and substitute teachers and supervise and evaluate their performance. *E*
25. Supervise the programming and registering of students (i.e., course selection and assignment, processing intra-district and inter-district transfer requests; open enrollment transfer, etc.). *E*
26. Communicate the students' academic progress toward promotion/graduation with parents/guardians. *E*
27. Coordinate the articulation of the pupil services program with the site's feeder schools. *E*
28. Supervise and coordinate policies related and procedures relating to pupil records. *E*
29. Supervise and coordinate the site's health services program. *E*
30. Coordinate pupil services activities and programs with institutions of higher education, private and public agencies and civic organizations. *E*
31. Coordinate voluntary referrals to Alternative Education Programs. *E*
32. Coordinate the site's foreign Exchange Program. *E*
33. Assist with and coordinate communications with law enforcement agencies and the School Police Officer Program. *E*
34. Supervise Campus Supervisors and Intervention Center Monitors. *E*
35. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
36. Perform other related duties as assigned.

## **WORK YEAR**

Approved days as specified on the Management Salary Schedule

## **SALARY**

Management Salary Schedule

## **ASSISTANT PRINCIPAL, 9-12 (continued)**

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### **Minimum Requirements:**

Knowledge of and ability to apply curriculum development, implementation, and evaluation procedures and strategies.

Knowledge of the social, emotional, intellectual, and physical needs of the high school age students.

Knowledge of and ability to apply computer education programs and microcomputer technology.

Knowledge of and ability to apply laws, codes, policies and regulations pertaining to the area of assigned responsibility.

Knowledge of and ability to apply evaluative instruments and interpretative procedures.

Knowledge of and ability to apply management, budgeting, and contract administration principles and practices.

Knowledge of and ability to apply effective supervision techniques.

Knowledge of and ability to apply problem-solving processes and techniques.

Ability to understand and implement complex oral and written directions given in English.

Ability to compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling.

#### **Experience**

##### **Minimum Requirements:**

Three (3) years of successful secondary (7-12) teaching experience in the public schools or private schools of equivalent status or experience as a secondary or District-level administrator.

#### **Education/Credential**

##### **Minimum Requirements:**

Bachelor's Degree.

Valid California Administrative Credential.

##### **Desirable Qualification:**

Master's Degree

### **REPORTS TO:**

Principal, 9-12 or designee

Cabinet Approved: 4/28/20

Board Approved: