



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

TITLE: ASSISTANT PRINCIPAL, MIDDLE SCHOOL

WORK YEAR: 210 Days

NON-WORK: 39 Days

REPORTS TO: Middle School Principal

BASIC FUNCTION:

Under the direction of Middle School Principal, assist in the overall functioning of the school, including school behavior, guidance, curriculum, student activities, plant management, attendance, summer school, promotion, and data processing.

REPRESENTATIVE DUTIES:

- Oversee the functions of the school including school behavior, campus supervision, and plant maintenance
- Serve as the Principal in the absence of the Principal
- Monitor student body funds and fund raising activities
- Participate in curriculum implementation
- Oversee the development of the master schedule
- Data processing and student records
- Assist with the scheduling of the school calendar and career activities, and field trips
- Coordinate attendance procedures
- Assist in staff evaluation; supervise clerical personnel; recommend promotion as appropriate
- Serve as liaison with Child Welfare Attendance, probation and law enforcement agencies
- Assist in school opening and closing activities
- Perform other related functions as assigned

EDUCATION, LICENSES AND EXPERIENCE:

- Valid California Administrative Services Credential
- Master's Degree preferred
- Minimum five years successful teaching and/or administrative experience working with a diverse socio-economic and multi-ethnic school population
- Must possess a valid driver's license
- Bilingual preferred

PHYSICAL:

- Ability to push, pull, and transport instructional and/or presentation materials.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

MENTAL:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

ENVIRONMENT:

- Indoor - frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations.