

# RIVERSIDE UNIFIED SCHOOL DISTRICT

**TITLE:** ASSISTANT PRINCIPAL – CONTINUATION HIGH SCHOOL

**WORK YEAR:** 210 Days

**NON WORK:** 38 Days

## **PRIMARY FUNCTION:**

The position of Assistant Principal – Continuation High School, under the direction of the Principal, will assist in the evaluation and administration of the operations and programs of the continuation high school; participate in staff, student, and community activities; assist the principal in the supervision of certificated and classified staff; assist in monitoring the site's curriculum and instruction; assist with communications between the District and other educational and community partnerships.

## **ASSIGNED RESPONSIBILITIES:**

Assist in enforcing all state and district rules, regulations and policies in the school.

Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the continuation high school; implement and modify the school's mission, goals, and objectives.

Assist the principal in the interview, selection, direction, evaluation, and supervision of certificated and classified personnel at the continuation high school; assist in the evaluation of support personnel assigned to the school; assign faculty and staff as appropriate to meet school objectives.

Assist the principal and directly participate in classroom visitations and observations; recommend discipline, reassignment, or termination action as appropriate; document evidence of substandard performance.

Assist the principal in planning and directing the business operations of the elementary school; developing and administering site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.

Assist the principal in the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure that instructional programs meet student needs and District requirements.

Assist the principal in the communication links with community and parent groups; conduct articulation activities; prepare correspondence, bulletins, and newsletters on behalf of the school, and publicity for special events and achievements as appropriate.

Assist the principal in implementing, directing, and evaluating instructional and categorical programs in accordance with State and federal laws, District regulations, and other specially funded program requirements.

Enforce applicable State and District codes, policies, and laws; administer District and school site discipline policies and safety programs.

Assist the principal in the development of the master schedule of classes.

Assure the health, safety, and welfare of students; supervise the attendance program, behavior management, counseling, guidance, and other support services; provide individual academic and personal counseling to students and parents; develop and maintain positive student and staff relations.

Organize, administer, and direct operations of the school plant; assure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds.

Supervise, direct, or attend a variety of student activities during the day or in the evening.

Assist the principal with the implementation of staff development and in-service training; communicate with site and District personnel; update staff on revised policies and procedures and implement changes.

Assist the principal by conducting a variety of meetings with faculty, parents, and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student, and staff complaints; represent the school at Board, District, and community functions.

Assist the principal with the preparation and maintenance of a variety of District, County, State, and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, and academic achievement.

Assist the principal the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, contracts, insurance, and legislation.

Advise and assist in the coordination of activities for the School Site Council, English Learner Advisory Council/District English Learner Advisory Council.

Evaluation of EL Students.

Assists in the identification, assessment, placement, reclassification and monitoring of English Learners.

Attends IEP and SST meetings.

Coordination of technology, state and local testing, Independent Study Program, Special Education Program, Gifted and Talented Program, English Language Development Program and other district programs.

Assume the role of the principal in his/her absence.

Perform other related duties as assigned.

## **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

### **Knowledge of:**

Comprehensive organization, activities, goals and objectives of continuation high school (traditional or modified calendar).

School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration (including Collective Bargaining Agreement), supervision and training.

District procedures and regulations.

Current instructional standards, curriculum and instructional delivery, standardized assessment and accountability requirements.

### **Ability to:**

Work independently with little direction

Communicate effectively both orally and in writing

Work effectively in the absence of supervision

Establish and maintain cooperative and effective working relationships with others

Work in a diverse socio-economic and multicultural community.

Maintain consistent, punctual and regular attendance

Train and evaluate the performance of assigned staff

Interpret, apply and explain rules, regulations, policies and procedures

Operate a computer and job-related equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

**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.

**EDUCATION AND EXPERIENCE:**

Valid California Teaching Credential  
Valid California Administrative Services Credential  
Master's Degree  
A minimum of five (5) years of experience as a classroom teacher with increasing responsibilities at the site level.  
Must possess a valid driver's license

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