

## **ASSISTANT PRINCIPAL**

### **PRIMARY FUNCTION:**

The assistant principal reports to the site principal and supervises those assigned by the principal. The assistant principal serves as a member of the administrative team to develop and implement the educational program, including organization, administration, and supervision of instruction and discipline at the school.

#### Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

### **ESSENTIAL FUNCTIONS:**

1. Advance a shared mission, vision, values, and goals.
2. Establish a learning-centered culture and a positive school climate that values learning within a professional learning community.
3. Ensure high-quality teaching and learning.
4. Cultivate learning and leadership in self and others.
5. Knowledgeable about education theory, educational research, curriculum development, and contemporary educational issues
6. Knowledgeable about California's Academic Content Standards
7. Utilize a variety of data to assess the effectiveness of the instructional program including analysis of student performance data and frequent, on-going observations in classrooms.
8. Through a variety of strategies, assist staff in the systematic approach to continuous improvement of the site educational program.
9. Assist in the implementation of the educational vision for the school.

LA MESA-SPRING VALLEY SCHOOL DISTRICT  
CERTIFICATED ADMINISTRATIVE DESCRIPTION

**ESSENTIAL FUNCTIONS (Continued):**

10. Assist in the development and implementation of the goals of the District and Site Strategic Plans.
11. Work with site stakeholders to develop and implement a school-wide student discipline program that promotes student achievement.
12. Knowledgeable about state and federal laws regarding special education and Section 504 of the Americans with Disabilities Act
13. Knowledgeable about effective instructional strategies to ensure high-quality teaching and learning
14. Assist to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
15. Evaluate certificated and classified employees in a competent, timely manner.
16. Motivate staff to improve the site program and student achievement.
17. Motivate staff to work collaboratively.
18. Involve staff in decision-making appropriate to the situation.
19. Guide the school site hiring process.
20. Demonstrate the ability to create a friendly, positive, learning-centered environment that makes children, parents, staff, and the community feel welcome.
21. Skillfully and appropriately involve parents and community in school activities.
22. Encourage parents to participate in PTA, School Site Council, and ELAC activities.
23. Provide parent education opportunities to enhance and extend student learning beyond the school day.
24. Assist parents with enrollment information.
25. Communicate with a purpose to connect with all stakeholders.
26. Establish and maintain highly effective oral and written communication with all stakeholders.
27. Communicate district/site program information to parents, staff, and students in a timely manner.
28. Provide news updates to parents.
29. Encourage digital-based communication with all stakeholders.

LA MESA-SPRING VALLEY SCHOOL DISTRICT  
CERTIFICATED ADMINISTRATIVE DESCRIPTION

**ESSENTIAL FUNCTIONS (Continued):**

30. Use proactive strategies to regularly communicate the accomplishments of staff/students to parents and community.
31. Assist principal in practicing sound budgetary management at school site.
32. Use established business practices as described by auditors, business manager, and Cabinet.
33. Ensure that the school plant is safe, clean, attractive and conducive to a high quality instructional program.
34. In conjunction with the District Maintenance Supervisor, effectively manage the school site custodial/maintenance program.
35. In conjunction with the principal, effectively manage the school site safety program (including supervision).
36. Work cooperatively with district and site personnel.
37. Support and carry out Board/Cabinet directives/policies.
38. Attend and participate in district professional learning and leadership team activities.
39. Carry out district level responsibilities as assigned by the site principal.

Other Duties and Responsibilities:

1. Function as a member of the District Management Team, facilitating and participating on committees as assigned.
2. Promote good health and wellness practices.

**QUALIFICATION STANDARDS:**

Ability - Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

**EXPERIENCE:**

Minimum five years' teaching experience in a public school setting. Supervisory experience preferred.

**EDUCATION/CREDENTIALS**

Must hold valid Teaching and Administrative Credential.

Must have a strong record of instructional leadership as a teacher and as an administrator.

Leadership experience desired.

Must possess outstanding oral and written communication skills.

LA MESA-SPRING VALLEY SCHOOL DISTRICT  
CERTIFICATED ADMINISTRATIVE DESCRIPTION

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Oral and written English communication skills
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

**WORKING CONDITIONS:**

Environment:

- Indoor and outdoor work environment

Physical Abilities:

- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations
- Seeing to read, prepare and review a variety of activities and to monitor student activities
- Sitting or standing for extended periods of time
- Walking extended lengths to move around campus and community

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids