MIDDLE SCHOOL ASSISTANT PRINCIPAL

DIRECTLY RESPONSIBLE TO
School Site Principal

PRIMARY FUNCTION
Assist the principal in the efficient and effective operation of the school and to assume complete responsibility for the school in the absence of the principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES
CURRICULUM
- Assume delegated responsibility for the curriculum and supervision of instruction within specified curricular areas.
- Assist in the selection and procurement of instructional materials.
- Assist in providing continuing in-service training for teachers in assigned curricular areas.
- Assist in the supervision and coordination of audio-visual and library services.
- Assist in the development of curriculum goals and student performance objectives.
- Assist in the formulation and implementation of the school's schedule and room utilization assignments.

PERSONNEL MANAGEMENT
- Assist in the supervision, evaluation of on-site classified and certificated employees.
- Direct and coordinate on-campus supervision.
- Direct and coordinate staff supervision at all school sponsored activities.
- Assist in interviewing, selection, and orientation of new teachers assigned to specific curricular areas.
- Provide information and direction regarding new counseling trends and developments.
- Aids in the supervision and evaluation of substitute teachers.
- Assist in the supervision and preparation of the daily student bulletin and classified and certificated staff daily schedules.
- Supervise and coordinate attendance accounting procedures.
- Assist in the supervision of custodians, instructional, clerical, and lunch duty aides.

PUPIL PERSONNEL
- Assumes delegated responsibility for supervision and coordination of the pupil personnel program.
  - Provides an effective guidance program for students through close association and articulation between counselors and the teaching staff.
  - Assists in providing for the administration of pupil assessment procedures and interpretation of the resulting data.
  - Attends to pupil-parent concerns.
  - Assists in the supervision,coordination,and evaluation of school health services.
  - Aids in referring to the District psychologist and/or psychometrist students who qualify for special education programs or special psychological assistance.
- Directs and coordinates discipline for students.
  - Assists in resolving student problems referred by counselors or teachers.
  - Confers with parents and teachers on persistent student attendance and behavioral problems.
- Coordinates emergency programs relating to fire,civil defense,and emergency situations.
- Assists in the approval of intra-district transfers and verifies residences of students.
- Supervises the verification of eligibility for students representing the school in athletics.
- Assists in the approval of off-campus permits,lunch passes,and visitor passes.

- Assists in establishing and maintaining a viable student body government.

FINANCE AND BUSINESS MANAGEMENT
- Assists in the coordination of the procurement of all buses.
- Assumes the duties of plant manager, originating and evaluating requests of the staff or repairs and maintenance to buildings,grounds,and equipment.
- Assists in efficient and effective management and allocation of the school budget.

SCHOOL COMMUNITY RELATIONS
- Serves as a liaison with community agencies.

PROFESSIONAL GROWTH AND DEVELOPMENT
- Participates in professional organizations.
- Keeps abreast of current trends in education.

OTHER
- Will assume responsibility for other duties as assigned by the principal.

IMMEDIATE SUBORDINATES
All certificated and classified staff members except the principal.

JOB REQUIREMENTS
- Master's degree preferred
- Administrative credential
- A minimum of five years of teaching experience

SALARY
In accordance with the Certificated Administrators' Salary Schedule