

Job Description

Title:

High School Assistant Principal, Student Services

Basic Functions:

The Assistant Principal is directly responsible to the Principal. The primary function of this position is to provide assistance to the school principal, to supervise instruction in assigned subjects and on all assigned activities of the school site, and to assume charge in the absence of the Principal, Assistant Principal of Instructional Services and Assistant Principal of Administrative Services.

Supervision:

Reports to building principal. Supervises teachers, site-specialist, paraeducators and/or other classified personnel.

Physical Characteristics:

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

Working Conditions:

School office environment

Minimum Qualifications

Valid supervision or administrative services credential applicable to K-12 principalship; completion of at least five years of successful teaching experience, high school level preferred, possession of a master's degree from an accredited institution; demonstration of curriculum and instruction expertise. Previous experience in school counseling and/or administration preferred; Bilingual/Spanish proficient preferred, qualities essential for leadership and teamwork with administrative colleagues and for confidence from school patrons, the Board of Education and the community.

Representative Duties:

1. Assisting in performance evaluation of teachers as assigned by the principal.
2. Supervision responsibilities as assigned, school facilities, grounds and including nutrition services.
3. Supervising student and faculty parking regulations (registration) and enforcement.
4. Planning and administering comprehensive school safety routines and procedures.
 - a. Coordination and supervision of campus security.
 - b. Enforcing school policies regarding closed campus.
 - c. Coordination with the Ventura Police Department.
 - d. Organizing and supervising fire, civil defense and disaster preparedness procedures.
 - e. Shared responsibility for enforcement of school rules, procedure and student discipline.
5. Assisting in the supervision of school events and activities.
6. Supervision and coordination of student government and ASB programs.
7. Responsible for the selection, training and supervision of campus aides in association with the principal/assistant principals.
8. Liaison with the district office concerning use of facilities, recreation programs on campus, etc.

9. Supervising the collection of all year-end student obligations.
10. Organizing and administering the school insurance program.
11. Supervising I.D. photos, noon permits, graduation announcements, rings, and transportation services.
12. Assume other duties as assigned by the principal.
13. Assist in the evaluation of programs and projects and provide reports to staff.
14. Participate on district curriculum committees as assigned by the principal/requested by the District.

Athletics: Shared with Assistant Principal, Administrative Services

1. Supervising, with the principal, the athletic program and athletic director.
2. Assist in the evaluation of coaches.
3. Supervision of all home and away athletic contests.
4. Organizing and administering athletic insurance program.
5. Assisting the athletic director with eligibility clearance and physicals.
6. Supervising CIF playoffs, site selection, ticket sales, and game management.
7. Assisting the principal in representing the school in Channel League.

Discipline: Shared with Assistant Principal, Administrative Services

1. Conferring with students, teachers, and parents concerning student conduct and positive school adjustment.
2. Working cooperatively and supportively with other assistant principals, counselors and staff.
3. Coordination with law enforcement agencies concerning discipline problems.
4. Ongoing coordination with VUSD Child Welfare & Attendance Staff.

Activities:

1. Assisting the assistant principal, instruction, with commencement program.
2. Coordinating the sale of concessions at school events.
3. Coordinating the Boys' State and Boys' Federation programs.
4. Coordinating school involvement with plays and concerts.
5. Coordinating and approving all school activities placed on the school calendar.
6. Supervising student finances and the student store.

The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. (BP 0410)