

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**ASSISTANT PRINCIPAL, MIDDLE SCHOOL**

**DEFINITION**

Under direction of the Principal, the Assistant Principal supports the educational programs of the District by implementing the school-wide program of the curriculum, instructional programs and management of the facility as well as provides leadership and supervision for the cognitive and affective development of students.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Assist with the planning, implementation, interpretation and supervision of the instructional programs, curriculum development and instructional goals and processes at a school site.
2. Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information.
3. Assist with the planning, organization and coordination of school accountability activities, such as data compilation, storage, retrieval, and analysis.
4. Lead and monitor curriculum alignment with State and Federal Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
5. Administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
6. Serve as liaison with student and family assistance programs with interdepartmental agencies and youth services as needed.
7. Assist in the site budget planning and expenditure control process.
8. Organize pupil services, support instructional materials development, textbook inventories, purchase acquisitions, and fiscal control.
9. Supervise an effective school-wide discipline system maintaining guidelines for proper student conduct, enforcing discipline as necessary consistent with the due process rights of students.
10. Coordinate and lead programs and meetings such as GATE, EL, 504s, disaster preparedness, Student Study Team and IEPs in accordance with federal, state and district guidelines.
11. Assist in evaluating, supervising and counseling members of certificated and classified staff to improve employee performance ensuring staff adheres to District, state and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
13. Supervise the maintenance of accurate records on the academic progress and attendance of students.
14. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
15. Perform need assessments, feasibility planning and a variety of other research and make recommendations as appropriate.
16. Assist in the planning, organization and conduct of a comprehensive student body activity program including co-curricular activities and student government functions.

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**EXAMPLES OF DUTIES (Continued)**

17. Plan, organize and coordinate campus supervision and activities.
18. Assists with the design of the master schedule of teaching and special assignments
19. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and federal advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

**Ability to:** Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; assist with the preparation of the annual budget, monitor and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

**Experience:** Three to five years of successful teaching or service credential experience preferred.

**Credential:** Valid California Teaching Credential or Valid California PPS Credential and Valid California Administrative Services Credential required.