

ORANGE UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL, ELEMENTARY SCHOOL

DEFINITION

Under direction, to assist in the administration of an elementary school facility; to plan, develop, organize, coordinate, and supervise the student attendance; behavior management, school safety and security, and instructional delivery programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programs, and curriculum and instruction, and guidance strategies. Directly related administrative experience is necessary to assure success in an elementary school leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have an impact on the goals, organization and administration of educational programs and services of the school. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work professional, technical and clerical employees. Frequently meets with teachers, ancillary personnel, parents, community, and other educational personnel, to influence, motivate and monitor the result objectives of the school operation. This position classification performs light work and involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Assist in the planning, development, organization, coordination, and supervision of instructional programs and activities.
- Perform need assessments, feasibility planning, and a variety of other research and development functions and activities.
- Advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions.
- Review, inspect, audit, and evaluate student attendance processes and procedures, school safety and security, and recommend revisions to the process to ensure an effective and efficient operational mode.
- Register and place students in classes in accordance with individual student instructional needs.
- Perform a variety of guidance related activities, including educational and social counseling and the conduct of aptitude tests.

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- Assist in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, and record management, storage, and retrieval systems.
- Assist in the planning, organization, and conduct of student government activity programs.
- Serve as a liaison to safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
- Assist in the site budget planning and expenditure control process.
- Review, audit, and evaluate instructional and non-instructional personnel performance.
- Assist in the planning, development, and organization of District and site advisory committees, and work closely with community groups, social service and public agencies.
- Assist in development and implementation of staff motivational strategies.
- Maintain a student record management system, and respond to student information inquiries.
- Perform a variety of community activities, and serve on parent and District advisory committees.
- Plan, organize and participate in student supervision programs during and after school hours.

QUALIFICATIONS

Knowledge of:

Principles, methods, strategies, goals, and objectives of public education;

Philosophical, educational, fiscal, and legal aspects of education;

Procedures, methods, techniques, and strategies pertaining to the administration of an elementary level school operation;

Curriculum, instruction, and pupil service trends, strategies, and techniques;

Student activity, behavior management, and campus supervision and control methods, procedures, and techniques;

Program and activity audit and evaluation strategies and procedures;

Methods, procedures, and strategies in the supervision of instructional processes and curriculum development, and campus activities and programs.

Safe working methods and procedures.

Ability to:

Effectively plan, organize, and coordinate the management functions and activities of an elementary school operation;

Demonstrate a positive instructional leadership model;

Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions;

Communicate effectively in oral and written English, and a second language as required by the assignment;

Establish and maintain effective organizational, public, and community relationships.

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EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of successful elementary school teaching experience, including the completion of an administrative training program.

Education:

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

Certification Requirement

Possession of a valid California credential authorizing service as an assistant principal in an elementary level school.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.