

## CENTER UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Assistant Principal

**POSITION RESPONSIBILITIES:**

Assume responsibilities in administration of school curriculum, instructional programs, staff development and general administrative functions under the general supervision of site level administrator.

**SUPERVISOR:** Site Level Principal

**SUPERVISION OVER:** Assigned certificated and classified personnel.

**CREDENTIAL REQUIRED:** Standard Administrative Services or Administrative Internship Credential.

**DUTIES and RESPONSIBILITIES:**

1. Assists supervising principal in administration of the school curriculum, instructional program, staff and physical facilities.
2. Assists in the coordination, implementation and development of all school activities and related organizations.
3. Assists in the implementation of student discipline, guidance and counseling and school-wide supervision scheduling.
4. Assists in planning and scheduling student-teacher and parent-teacher conferences.
5. Assists in monitoring and implementing Board policies, administrative procedures and school budget.
6. Assists in collecting and maintaining local school reports and records.
7. Assists in selection and employment of certificated and classified personnel.
8. Assists in the supervision and evaluation and staff development of all certificated and classified personnel.
9. Utilizes the school operation to promote effective parent and community relationships.
10. May direct faculty meetings, encourage teachers to participate in curriculum development, decision making, and the assumption of responsibility for active participation.
11. Participates as a member of the District management team, makes recommendations for District policy and assists in the formation of District curriculum goals and objectives.
12. Assists principal with attendance records and reports, scheduling and budgetary accounting.
13. Participates in School Site Council and other related school/community organizations.
14. Assists in ordering and supervision of supplies and materials.
15. Other duties as assigned by supervising principal.