

SUNNYVALE SCHOOL DISTRICT CLASSIFICATION DESCRIPTION

ASSISTANT PRINCIPAL

- REPORTS TO:** School Site Principal
- SUPERVISES:** Certificated and Classified staff as assigned
- WORK PERIOD:** 11 months, 211 days

PRIMARY PURPOSE:

The Assistant Principal supports the Principal in establishing and maintaining an appropriate school climate for achieving district goals and objectives through curriculum implementation, and is also responsible for carrying out district policies, procedures and programs. The Assistant Principal keeps learning and standard-based achievement for students as the primary focus.

ESSENTIAL JOB DUTIES

1. Assumes full responsibility for the operation of the school in the absence of the Principal.
2. Assumes responsibility for assignments made by the Principal.
3. Assists the Principal in the development, implementation and evaluation of curriculum and instruction.
4. Assists in the direction of co-curricular programs.
5. Assists in the supervision of the discipline and management of students.
6. Maintains constructive personal relations with individuals and groups; mediates and resolves conflicts related to areas of responsibilities that involve staff, students, parents and community members.
7. Cultivates relationships with all stakeholders including parents, business partners, and advisory committee members.
8. Exhibits clear communication skills both oral and written.
9. Assists in implementing data-driven, ongoing assessments of site programs.
10. Assists with the development, implementation and evaluation of special programs such as English Language Learners, School Improvement Program, Title I and Master Plan for Special Education.
11. Seeks parent participation to support student success.

OTHER JOB DUTIES

12. Assumes the safety of equipment in the building and school grounds.
13. Serves as an ambassador and advocate for children, the school and the district as appropriate.
14. Serves as a collaborative member of the management team. Work for the goodness of the whole.
15. Performs special assignments as directed by the Principal.

WORKING RELATIONSHIPS

Reports to the Principal. Supervises certificated and classified staff members as assigned. Interacts regularly with other district administrators, district office staff, parents, community members, and administrators from other districts.

WORKING CONDITIONS

The daily work is performed in an administrative office setting. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to deal with frequent personal interactions; the ability to creatively problem solve; the capacity to deal with angry, distraught or hostile individuals; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of latest educational research, instructional theory and practices including assessment.
- Knowledge of child development.
- Knowledge of effective managerial and supervisory principles and practices.
- Considerable knowledge of instructional technology and demonstrated skill in computer operation and use of a variety of software.
- Ability to lead.
- Ability to facilitate decision making with groups of diverse interest and values.
- Ability to make effective, independent decisions.
- Ability to analyze complex situations, synthesize a broad range of information and communication results in a succinct and clear manner.
- Ability to create and maintain a climate of trust and respect.
- Ability to inspire others to high levels of achievement and commitment.

Education and Experience

Master's Degree in Educational Administration and 4 (four) years of teaching experience; or any equivalent combination of education, experience and training that would provide the applicant desired knowledge, skills and abilities to perform the duties and responsibilities required.

Licensing and Certification

Valid California Administrative Services Credential

EVALUATION

Evaluation responsibilities are assigned to the Principal.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.