

ORANGE UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL, SENIOR HIGH SCHOOL

DEFINITION

Under general direction, to assist in the administration of a high school facility; to plan, develop, organize, coordinate, and supervise the student attendance; behavior management, counseling and guidance, site safety and security, and extra-curricular activity 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 instructional strategies. Directly related administrative experience is necessary to assure success in a senior high school leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical 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 of professional, technical and clerical employees. Frequently meets with teachers, support staff, and other educational personnel to influence, motivate and monitor the result objectives of the school operation. This position classification performs light work that 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 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, that includes curriculum development, program and activity development, design and delivery processes, and the development of implementation strategies.
- 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 and instruction problems, and in the determination of alternative problem solutions.
- Plan, organize, implement, evaluate, and revise, as necessary, the student instruction master schedule.
- Review, audit, and evaluate student attendance processes and procedures, and as necessary recommend revisions to the process to ensure an effective and efficient operational mode.
- Plan, organize, and coordinate the campus supervision, activity, and student supervision and control programs.

ASSISTANT PRINCIPAL, SENIOR HIGH SCHOOL – Page 2 of 3

- Assist in the planning, organization, and coordination of an instructional support program, including pupil services and assessment, instructional materials development, storage, and retrieval systems, and a variety of other related activities.
- Assist in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities.
- Serve as a liaison to public 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 groups.
- Work closely with the athletic director regarding student eligibility, coaching assignments and CIF matters.
- Assist in development and implementation of staff motivational strategies, and professional growth functions and activities.
- Serve as the liaison to the department chairpersons.

QUALIFICATIONS

Knowledge of:

- Principles, methods, strategies, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of senior high education;
- Procedures, methods, techniques, and strategies pertaining to the administration of a senior high 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 of the supervision of instructional and a variety of student body related activities and programs.
- Safe working methods and procedures.

Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of a senior high 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 form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.

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 secondary school teaching experience, including the completion of an administrative internship 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 credential authorizing service as an administrator in a secondary school.

License Requirement

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

Condition of Employment

Insurability by the District's liability insurance carrier.