



Irvine Unified School District

ASSISTANT PRINCIPAL

ELEMENTARY SCHOOL

DEFINITION

Under the direction of the principal, serve as an educational leader and assist in the planning, coordination, and directing of activities and programs related to the administration of elementary schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in the planning, development, organization, coordination, and supervision of instructional programs and activities; interpret and implement District-approved curriculum and programs in the light of individual student needs.
- Assist in maintaining the operational effectiveness of the school, including student supervision, and the planning, supervising and directing of school procedures and processes.
- Provide support for the development and implementation of the School Safety Plan.
- Assist in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school.
- Assist in screening, selecting, assigning, supervising and evaluating performance of certificated and classified staff members; motivate employee performance and enhance morale.
- Assist in planning, organizing, and implementing District professional learning and training; encourage and support professional growth for all staff members; participate in professional learning activities.
- Assist in assigning students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Attend Student Study Team and Individual Educational Planning meetings, as assigned; assist in the coordination of support services with District staff
- Assist in the supervision of student enrollment, records, attendance and health requirements.
- Assist in the planning, scheduling and supervision of student activities.
- Assist in the planning and implementation of school plans and organizational procedures for the health, safety, discipline, and conduct of the students.
- Maintain effective community relations; assist in communicating to parents regarding all phases of the educational program; assist the principal in carrying out a program of community relations.
- Assist the principal in communications between the central administration and the site, and interpret, support and implement District and State policies and procedures.
- Assist in the site budget planning process and expenditure control.
- Serve as the chief administrator in the absence of the principal.

QUALIFICATIONS GUIDE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE OF:

Child development; procedures, methods and strategies pertaining to the administration of an elementary level school operation; State standards; curriculum and instruction; safety procedures; effective discipline and campus supervision and control methods; program and activity evaluation strategies and procedures; Education Code, local

policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices

ABILITY TO:

Communicate effectively, verbally and in writing; establish and maintain positive working relationships; plan, organize and coordinate the management functions and activities of an elementary school; demonstrate outstanding leadership; be flexible; analyze and define problems and issues, collect data, establish facts, and draw conclusions to develop appropriate solutions; understand and carry out directions with minimal accountability controls; manage multiple tasks; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. This position requires locomotion, communication ability to perceive the environment.

DESIRABLE QUALITIES:

- Ability to articulate school and District policy
- Energetic approach to responsibilities
- Positive personality; sense of humor and compassion
- Creative ability
- Ability to visualize and implement change
- Self-motivation
- Potential for growth

EXPERIENCE:

Successful teaching in an elementary school; experience in the area of elementary curriculum; demonstrated skill in participatory management, shared decision-making and school and program planning. Site or district level leadership desirable.

EDUCATION:

Master's degree from an accredited college or university in educational administration or a related field, preferred.

CREDENTIAL:

Valid California Administrative Credential

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Revised 04/16

This page was last modified 04/26/2016

