



Irvine Unified School District

High School Assistant Principal

DEFINITION

Under general direction of the Principal, High School, assists with the administration and coordination of a High School.

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

- Assists the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Supervises the reporting and monitoring of student attendance, with follow-up student/parent contact where necessary.
- Serves on educational committees with students, parents and/or staff, in order to continually improve learning experiences for students and enhance home/school communications.
- Researches alternative methods of scheduling classes and implements procedures which facilitate the achievement of program goals.
- Develops plans for emergency situations, in cooperation with staff and public safety agencies.
- Takes administrative responsibility for the student activity program.
- Communicates effectively with the business and residential community and participates in civic activities.
- Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder.
- Has knowledge of local policies, state and federal laws relating to minors.
- Provides parent education opportunities
- Performs such other duties and assumes such other responsibilities as the principal may request.

QUALIFICATIONS GUIDE

Desirable Attributes

- Ability to articulate school and District policy
- Energetic approach to responsibilities
- Positive personality; sense of humor and compassion
- Creative ability
- Ability to accept criticism and grow as the result
- Ability to visualize and implement change
- Capacity to withstand stress
- Self motivation
- Potential for growth

CREDENTIAL: Valid California Administrative Credential

EDUCATION: Master's Degree, or higher, from an accredited college or university.

EXPERIENCE: Successful instructional and/or leadership experience at the high school level; knowledge of current practices in high school curriculum and organization.

QUALIFICATION REQUIREMENTS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 frequently required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, 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 near moving mechanical parts and in outside weather conditions and is occasionally exposed to extreme cold and extreme heat.

The noise level in the work environment is usually moderate.

[Return to top](#)

This page was last modified 03/22/2005