



# Irvine Unified School District

## Middle School Assistant Principal

### DEFINITION

Under general direction of the Principal, Middle/Intermediate School, assists with the administration and coordination of a Middle/Intermediate 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.

**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 middle school level; knowledge of current practices in middle school curriculum and organization.

### 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

### 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.

**EDUCATION and/or EXPERIENCE:**

Master's degree (M. A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.

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

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.

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