

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Assistant-Principal - High School	Reports To:	Site Principal
Department:	School Operations	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months
		Salary:	Schedule P, Range 6

I. DESCRIPTION OF POSITION

Under the general supervision of the high school principal, the high school assistant-principal assists in the administration of a comprehensive senior high school, administers delegated functions which may include development of a master class schedule, evaluates and supervises the school curriculum and instructional program, coordinates and supervises student activities and assists in developing the school budget.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assists the principal in administering and coordinating the total school program within the district's policies.
- B. May coordinate the planning, development and implementation of the master class schedule.
- C. Assists in the selection, supervision and performance evaluation of certificated and classified personnel.
- D. Evaluates and makes recommendations for the procurement of materials, supplies and equipment.
- E. Assists in the development and implementation of communication systems to articulate school programs to the community and interested groups.
- F. May coordinate Department Chair meetings, in-service training programs, accreditation evaluation reports and preparation of the course description handbook and course selection list.
- G. Assists in maintaining a proper school environment for students and employees.
- H. May coordinate the activity program and serve as administrative advisor to student government, councils and all class officers.
- I. Is responsible for coordinating, supervising and assigning faculty supervision for all out-of-class events.
- J. May serve as chairperson for publication and distribution of the Student Handbook.
- K. May direct the coordination of seminars, workshops, club activities, and adult support group activities.
- L. Serves as liaison to community service organizations, including councils and boards.
- M. May coordinate school drives such as Associated Student Body (ASB) sales, charities and yearbook sales.
- N. Coordinates all schedules for home-to-school athletic transportation.
- O. Supervises the verification of eligibility for all students in athletic and other activities.
- P. Maintains a master calendar for the high school.
- Q. Coordinates the preparation and issuance of I.D. cards for all incoming students.
- R. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- S. Represents the principal and fulfills other duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.
- B. Possession and maintenance of a valid California administrative credential authorizing service as a high school assistant-principal.
- C. Master's Degree from an accredited institution of higher learning, preferably in secondary education or administration or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Three or more years of successful administrative experience.
- F. CPR/First Aid Certificate, to be renewed as required to stay current.
- G. Bilingual ability desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Administration of a comprehensive senior high school.
- B. District organization, operations, policies and objectives.
- C. Current applicable laws, regulations, codes, policies and procedures.
- D. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Interpret, apply and explain rules, regulations, policies and procedures.
- B. Analyze situations accurately and adopt an effective course of action.
- C. Work cooperatively and effectively with counselors, teachers and administrators.
- D. Prepare comprehensive narrative and statistical reports.
- E. Supervise the performance of assigned staff.
- F. Meet schedules and timelines.
- G. Work independently with minimal direction.
- H. Plan and organize work.
- I. Demonstrate effective communication skills both orally and in writing.
- J. Use a computer.

V. WORKING CONDITIONS

Environment:

School site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____

Jesse L. Gonzales, Ph.D., Superintendent

Date: _____

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.