

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Adult School Assistant Principal

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required B.A. or B.S.

Desirable M.A. or M.S.

EXPERIENCE: Required Minimum of three years of credentialed service.

Desirable Five or more years of teaching, counseling and/or administrative experience at the high school and/or adult school level.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations. Ability to work flexible hours. Experience working with adult learners and/or people emerging from trauma or crisis.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the principal, assists in organizing and administering a program which will provide an atmosphere conducive to the total development of the student; participates in maintaining a positive public image for the school.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Adult School Assistant Principal's job performance will include the following:

1. In the absence of the principal, the duties and responsibilities of the principal will have been effectively assumed.
2. Assistance in the general program evaluation of the school and its programs will have been capably directed, coordinated and evaluated.
3. Assistance in the coordination of department and faculty meetings will have been appropriately provided.
4. State, federal and district reports will have been effectively coordinated for timely completion.
5. A student data retrieval system organization and the maintenance of the system for student record keeping will have been effectively and accurately managed.
6. Appropriate assistance will have been given in assessing the financial needs and the budget planning for the school.

7. Routine activities including, but not limited to, the following will have been effectively implemented and coordinated; campus/co-curricular supervision and conduct of school safety program.
8. Effective assistance will have been given in recruiting and recommending of personnel including placement of instructors in staffing assignment.
9. The testing program will have been effectively administered to provide reliable evaluative and diagnostic data.
10. Appropriate assistance will have been given to the principal by effective supervision/evaluation of certificated and classified employees including classroom observations.
11. In accordance with district and school goals, curriculum development, implementation, evaluation and revision as well as the development of courses of study will be effectively facilitated and monitored.
12. Effective direction, coordination and evaluation will have been provided for the counseling and guidance program.
13. The student services program will have been effectively administered.
14. Student recruitment and ongoing communication of school activities, including class offerings, bulletins, and social media accounts, will be efficiently managed.
15. Assistance in the planning, coordination, implementation and evaluation of inservice programs and pilot programs will have been efficiently accomplished.
16. Effective assistance regarding liaison program between school and community, including high schools, community colleges, workforce agencies and community partners, will have been given.
17. Problems involving students and staff will have been effectively resolved.
18. The administration of the general operational aspects of the school will have been effectively coordinated.
19. Assistance in annual revision of faculty and student handbooks will have been effectively accomplished.
20. College and Career readiness programs for adult students will have been explored, visioned, implemented and evaluated.
21. Assistance maintaining a positive, focused school culture will have been effectively given.
22. The master schedule, including staffing recommendations, and the plan for registering and scheduling of students will have been effectively prepared and recommended to the principal.
23. Goals and objectives to improved assignment program areas will have been developed, recommended, and implemented.
24. Systems to support students in crisis or recovering from trauma will be effectively administered.
25. Effective application of adult learning theory will be systematically embedded into programs, courses, and activities site wide.
26. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.

27. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
28. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
29. Other duties assigned by the supervisor will have been effectively accomplished.

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