

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Principal, High School	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0124	WORK YEAR:	210.5 Days
DEPARTMENT:	School Site	SALARY:	Range 28 Salary Schedule B
REPORTS TO:	Principal	BOARD APPROVAL:	07-29-04
		BOARD REVISION:	

BASIC FUNCTION:

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at a high school or school of comparable size and complexity; assist the Principal with administrative duties involving student conduct, curriculum development, and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be the Principal as assigned. E

Assist the Principal in the development, implementation, and evaluation of efforts related to student academic achievement; ensure that the school meets or makes satisfactory progress toward district standards. **E**

Supervise and evaluate the performance of designated certificated and classified personnel; model district standards of ethics and professionalism; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing, and selecting new faculty and staff. **E**

Assist in the development and implementation of identification and early intervention programs that address special needs of at-risk students. **E**

Develop the master schedule of classes, room assignments, school events, and department schedules for the effective utilization of personnel within the school. **E**

Develop and administer disciplinary procedures in accordance with district policies; confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints; suspend or recommend expulsion of students as appropriate; attend expulsion hearings as needed. **E**

Assist with establishing and maintaining a safe and positive school environment that meets the needs of culturally diverse populations. **E**

Conduct conferences with law enforcement, probation, and welfare personnel regarding students. **E**

Supervise students on campus before and after school; monitor students during lunch, recess, and other activities; discipline students according to established procedures. **E**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the high school; develop correspondence, publicity, and other public relations media to promote school activities, special events, and achievements. **E**

Assist in the development, implementation, revision, and supervision of instructional and other special programs; assure that curricular requirements are properly integrated and coordinated. **E**

Provide direction to a variety of faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations, and provide recommendations a

