

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – ELEMENTARY ASSISTANT PRINCIPAL**

**DEFINITION**

To assist the principal of a middle school in fulfilling his/her major responsibilities as chief administrative officer and educational leader of the school; and participate in the planning, organizing, and administering of assigned operational activities, and educational programs.

**SUPERVISION RECEIVED AND EXERCISED-** Supervises certificated and classified staff as assigned: under the supervision of the site principal.

**EXAMPLES OF DUTIES** – May include, but are not limited to, the following:

- Assists principal in the development, improvement and administration of the school curriculum, instructional programs, staff and facilities.
- Maintains communication with the principal relating to problems, concerns, activities, and achievements to students and staff.
- Act as the principal in the principal's absence when instructed to do so
- Assist in the development, implementation, evaluation and improvement of school district programs, policies and procedures.
- Responsible for the development and implementation of all orientation and registration activities regarding incoming, active, and outgoing students.
- Assists in the evaluation and supervision of all regular and substitute certificated and classified personnel in accordance with site and District guidelines.
- Maintains communication between students, parents, staff and the community.
- May assist in selection and evaluation of staff
- Continues to develop professional expertise in areas of educational philosophies and practices, management skills, administration by attending professional conferences and workshops, and reviewing various job related journals while networking with other school administrators.
- Assists in a variety of staff development activities
- Assists in the development of the school master schedule.
- Provides primary responsibility for implementing District discipline policies and for student discipline, guidance, and school wide supervision.
- Assists in planning and scheduling teacher/student and teacher/parent conferences
- Supervises the attendance of students and notifies parents of attendance problems. Supervises the maintenance of various records pertaining to student behavior and referrals, providing summaries of written referrals to appropriate agencies.
- Works with the school counselor, students, parents and community agencies on problems relating to school attendance, truancy and substance abuse.
- May participate in school site council and other related school/community organizations

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- Serves as an active member of the school management team.
- Responsible for the development and implementation of the staff supervision and duty schedules.
- Assists in the scheduling of student programs and may supervise after school activities, such as athletic events, dances, programs, etc.
- Assists with all school wide testing and the monitoring of student achievement.
- Assists with illness/injury program in accordance with SB198 requirements.
- May coordinate the use of school facilities for students, District, and/or community activities.
- Monitors standards for the safety and health of students and staff
- Assists with plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
- Performs related duties as assigned by the principal

**MINIMUM QUALIFICATIONS**

- California Teaching Credential
- California Administrative Credential
- Minimum of five (5) years teaching experience with evidence of demonstrated instructional leadership
- Masters Degree from an accredited college or university preferred

**Knowledge of:**

- School administration principles
- Philosophies, and practices of the middle school educational system
- Appropriate instructional methods, techniques, and practices pertinent to federal and state law
- Regulations and guidelines related to school administration
- Effective management techniques.

**Ability to:**

- Interpret and successfully apply a variety of federal and state laws, regulations, and guidelines as they relate to public education and administration
- Interpret and successfully implement District policies, objectives, directives and educational philosophy
- Plan, direct and administer assigned operational and administrative functions for a modern rural middle school
- Communicate effectively and tactfully in both oral and written forms.
- Supervise, motivate, and evaluate employees
- Plan, manage and prioritize a wide variety of functions within designated scope.
- Monitor and control expenses within scope of designated functions
- Prepare a wide variety of reports and presentations

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- Positively establish effective working relationships with those contacted in the performance of required duties.
- Operate a variety of technology equipment types and office machines in the conduct of assigned duties and tasks.

**Experience and Training**

**Example:**

Successful middle school teaching experience; curriculum and instruction expertise; excellent communication skills; knowledge of middle school philosophy and nature of early adolescents.

**Special Requirements**

- Strong commitment to working with young adolescents and the parents and teachers of young adolescents
- 205 duty days annually
- Ability to speak Spanish will enhance qualifications

**Physical Requirements**

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read, prepare, and proofread documents and perform assigned duties.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: February 12, 2004