ASSOCIATE PRINCIPAL

1. BRIEF DESCRIPTION OF POSITION
   1.1 Assists with improvement and evaluation of instruction and curriculum; supervises attendance and student behavior; master schedule preparation; assists with evaluation of classified and certificated personnel; supervises data processing services; supervises maintenance and use of school plant; other duties assigned by principal.

2. MAJOR DUTIES AND RESPONSIBILITIES
   2.1 Assists principal in all areas of the instructional program; including interpretation of test data, curriculum development and evaluation of programs and evaluation of instruction.
   2.2 Supervises student discipline and attendance.
   2.3 Assists in evaluation of classified and certificated staff as assigned.
   2.4 Coordinates use, construction, repair and maintenance of grounds and facilities.
   2.5 Constructs master schedule
   2.6 Assists in coordination and supervision of co-curricular program.
   2.7 Maintains student records.
   2.8 Supervises data processing services.
   2.9 Coordinates articulation program with community and feeder schools.
   2.10 Coordinates testing, summer counseling, summer schools and home teaching.
   2.11 Other duties as assigned by principal.

3 SUPERVISION EXERCISED OR RECEIVED
   3.1 Under the supervision of the principal, the associate principal supervises and evaluates certificated and classified staff as assigned.

4 MINIMUM QUALIFICATIONS
   4.1 California Administrative Services credential or the ability to obtain an administrative credential.

5 EVALUATION
   5.1 Annually by principal