

East Side Union High School District

Job Title: Assistant to the Associate Principal (Student Advisor)

Description of basic functions and responsibilities:

The primary duty of the Assistant to the Associate Principal (Student Advisor) is to assist the Associate Principal in all areas of student supervision, except discipline. In this context, the discipline prohibition specifically means the Assistant to the Associate Principal (Student Advisor) shall not suspend students, assign students to detention or in-house suspension or otherwise assign students to consequences of unacceptable behavior. Additionally, the Assistant to the Associate Principal (Student Advisor) shall not make recommendations for such suspensions, detentions, or other disciplinary consequences.

Generally, the Assistant to the Associate Principal (Student Advisor) assists the Associate Principal in the areas of attendance, student behavior management and student supervision and acts as a liaison and resource between classroom teachers and the offices of the Associate Principal.

Major duties and responsibilities:

Assist teachers and students in resolving behavior problems by facilitating appropriate follow-up with parents, counselors and other staff, as well as public and private agencies under the direction of a credentialed pupil personnel services supervisory staff

Assists with attendance follow-up

Assists with pupil supervision

Assists faculty with classroom management strategies

Assists in maintaining liaison with out-of school or community-based organizations under the direction of a credentialed pupil personnel services supervisory staff

Assists in the development and implementation of crisis intervention strategies and programs as directed

Maintains accurate and objective records

Other duties that may be appropriate to his/her credential and as assigned by the principal

Supervision exercised or received

Under the supervision and direction of the principal or designee

Salary

The Assistant to the Associate Principal (Student Advisor) is compensated based upon appropriate placement on the certificated salary schedule. Additionally, in recognition of supervision duties performed beyond the contractual workday, the Assistant to the Associate Principal (Student Advisor) shall receive a stipend defined in Appendix C Stipend Addendum of the collective Bargaining agreement.

Minimum qualifications

Appropriate secondary teaching credential required

Classroom and/or counseling experience preferred.

Evaluation

Annually by the principal or designee in a manner consistent with the provisions contained within the Collective Bargaining Agreement.