

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