

## JOB DESCRIPTION

### INTERMEDIATE SCHOOL ASSISTANT PRINCIPAL

#### A. Brief Description of Position

The Assistant Principal as an on-site co-administrator who, under the general direction of the building Principal, works in all aspects of the educational program and has co-responsibility for those items discussed under duties and responsibilities.

#### B. Duties and Responsibilities

The outcome of an Assistant Principal's job performance will be as follows:

1. Those students who demonstrate a need for positive reinforcement in their attitudes toward self-discipline and attendance will be aided through individual and group conferences, extra assignments, supplemental work programs and in-depth interviews.
2. Student-related activities outside the regular classroom will be coordinated into the curriculum in order to maintain relevancy.
3. The on-site classified staff will be chosen from the best available applicants and their work will be monitored regularly to insure the most efficient performance.
4. On-site work performed by District support personnel in maintenance and operations will be incorporated into the total site maintenance program.
5. School staff members and programs will be evaluated and/or reviewed on a regular basis to insure that identified student and school needs are being met.
6. Administrative procedures, as established within the school, will reflect the needs of the students, parents and staff.
7. Student trips involving travel away from the school will be integrated into the total program so that the trips will supplement the curriculum.
8. Qualified individuals will be employed to assist in student supervision during the lunch hours. Their efforts will be coordinated to insure maximum student safety and supervision.
9. Meetings involving the total staff or smaller representative groups will be held, as required, and will be designed to aid in the efficient operation of the school.
10. Parental conferences will be held on an as-needed basis and will be used to facilitate mutual understanding of the involved student by the school and the parent(s).

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11. School-related functions scheduled outside the regular school day and involving students will be planned and chaperoned to maintain the safety of the student and the quality of the total school program.
12. The school staff and the students will be aware of the various drills pertaining to school safety programs and participate in them on a regular basis.
13. Certificated District support staff assigned to the school will have their services evaluated and coordinated so that their functions may best support the total program.
14. Annual objectives based on the needs of the program will have been established.
15. Accomplished objectives will be evident with supporting data, and the reasons for not accomplishing established objectives will be evident.

C. Supervision Exercised or Received

Assists in the supervision and evaluation of all certificated and classified personnel assigned to the school. Supervised and evaluated by the building Principal.

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