

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: ASSISTANT PRINCIPAL MIDDLE SCHOOL

DESCRIPTION

Serves as administrative and executive assistant to the school principal; assists in the administration of school and district-initiated programs involving curriculum, budget, operations, guidance, students and staff. Actively participates in the formation and implementation of district policies. Performs other related activities, as assigned.

SUPERVISOR: School Principal

QUALIFICATIONS

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| Credential | Valid California Administrative Credential. |
| Education | An advanced degree from an approved institution is not required, but is desirable. |
| Experience | Minimum of three (3) to five (5) years teaching with evidence of demonstrated leadership capability. Experience as a school site administrator is desirable. |

TYPICAL DUTIES AND RESPONSIBILITIES

(Responsibilities will include but not be limited to)

- 1) Administers students discipline programs including student counseling, parent and teacher conferences, and liaison with local law enforcement and social services agencies.
- 2) Assists in the selection, employment, and performance evaluation of certificated personnel in the school; includes employment interviews, classroom visits, inservice training, student teacher and teacher observation plans.
- 3) Assists the school principal in activities related to the school's curriculum programs, personnel, and facilities.
- 4) Assumes assigned responsibility for curriculum development, including instructional materials and supplies, audio visual aids, library books, and textbooks.
- 5) Acts as co-chairperson and/or representative for various general public relations functions, school and community activities, and special affairs.
- 6) Participates in the organization and implementation of extracurricular activities.
- 7) Assists in the management of school's equipment, facilities, and general premises.
- 8) Performs related assignments, as required.

Approved by Board of Education 4-20-92