

## **GALT JOINT UNION SCHOOL DISTRICT**

**JOB TITLE:** Assistant Principal

**DEFINITION:**

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:**

Credential Education: Administrative Credential. An advanced degree from an approved institution is not required, but is desirable.

Experience: Minimum of three 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. Assists the school principal in activities related to the school's curriculum programs, personnel, and facilities.
2. Assumes assigned responsibility for curriculum development, including instructional materials and supplies, audio visual aids, library books, and textbooks.
3. Coordinates various school activities, such as assembly programs, commencement exercises, contests, yearbooks, newspapers, and achievement awards.
4. Administers student discipline programs, including student counseling, parent and teacher conferences, and liaison with local law enforcement and social service agencies.
5. Participates in assigned administrative procedures and reports, such as attendance, insurance, health, and various periodic fiscal reports.
6. 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.
7. Coordinates safety and health care services and activities, as assigned, such as Civil Defense Programs, evacuation drills, and violence prevention and control.
8. Acts as co-chairperson and/or representative for various general public relations functions, school and community activities, and special affairs.
9. Assists in the management of school's equipment, facilities, and general premises.
10. Participates in the organization and implementation of extra-curricular activities.
11. Administers student activities, including student government, student body budgets, and

- supervises public performances.
12. Prepares teachers' duty schedules and personally supervises teachers on duty.
  13. Assumes responsibility for the operation of the school in the absence of the principal.
  14. Performs related assignments, as required.

Work Schedule and Salary:

Calendar days and remuneration as established by the Official School calendar for Administrative Personnel.