

TITLE: ASSISTANT PRINCIPAL, STUDENT SUPPORT

JOB GOAL: Under the supervision of the school principal. The Assistant Principal, Student Support will help provide school-wide leadership and supervision to stimulate a positive culture and implement a system of prevention and intervention services directly related to student support services. This includes but is not limited to safe schools, student attendance, discipline, and academic supports.

QUALIFICATIONS

Knowledge of

1. State of California laws pertaining to school attendance, truancy and student discipline.
2. District policies and procedures related to the enforcement of district rules and regulations pertaining to student conduct and due process.
3. Approved techniques and methods of controlling and motivating students.
4. Preparation and implementation a school-wide disaster preparedness plan.
5. Positive school culture and positive behavioral intervention.
6. Behavior patterns of teenagers, students, and adults.
7. Principles of investigation.
8. Principles of public relations and human development.
9. Correct English usage, punctuation, penmanship, and grammar.
10. Routine record keeping and written reports.
11. Safety rules and regulations for this position.

Ability to

1. Be a productive and active team member and assist in developing and implementing a school vision.
2. Communicate effectively in both oral and written form.
3. Effectively supervise a variety of personalities and positions.
4. Establish and maintain effective and continual internal communications with staff members, district and community leaders, and others contacted in the performance of required duties.
5. Establish and maintain effective working relationships with those contacted in the performance of required duties.
6. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
7. Learn and implement Board Policies, Administrative Regulations, and district and school procedures.
8. Make accurate and timely decisions while sustaining positive relationships.
9. Present and maintain a pleasant and professional appearance and demeanor.
10. Work both collaboratively and independently.
11. Work successfully with diverse groups of people.

Training and Experience

1. A Master's Degree or higher from an accredited college or university.
2. A work history demonstrating dependability, reliability, and good attendance.
3. Possession and maintenance of a valid and appropriate California Administrative Services Credential.

Training and Experience (continued)

4. Possession and maintenance of a valid California Teaching Credential
5. Three (3) or more years of successful teaching experience, preferably at the secondary level.

REPORTS TO: School Principal

SUPERVISES: Campus Security and other assigned school personnel

ESSENTIAL FUNCTIONS

1. Assists in the consistent implementation of school and district programs, policies, and procedures to students, parents, staff, and community.
2. Collaborates with the faculty in the enforcement and implementation of the rules and regulations of the student code of conduct to effect positive student behavior.
3. Supervise and coordinates safe school responsibilities.
4. Supervises the development, implementation, distribution and orientation of the student handbooks to ensure that the students are aware of the policies and procedures of the high school and district.
5. Oversee all matters of student attendance and discipline, make recommendations to the principal for resolution of chronic attendance and discipline problems. Coordinates with District officials, and provides necessary testimony in relevant hearings.
6. Confers with and makes appropriate student referrals to psychologists, social workers, counselors and other personnel.
7. Help to supervise the arrival and departure of students in order to minimize confusion and to ensure student safety.
8. Participate in the coordination, implementation and supervision of the extracurricular programs and student activities of the school.
9. Empowers students, parents and families.
10. Evaluate certificated and or classified personnel as assigned by the principal.
11. Fairly and thoroughly conducts investigations of complaints.
12. Ensures proper maintenance and control of assigned site-based and student funds.
13. Interacts with parent, student, and staff concerns in a sensitive and timely manner.
14. Keeps the site principal informed of the school's activities and problems.
15. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
16. Assist our students in by providing conflict resolution and conflict resolution training.
17. Makes recommendations for appropriate revisions of policies and rules affecting the student's life in the school.
18. Manages time effectively so that priorities are attended to in an effective manner.
19. Oversees all OCI, student attendance, threat assessment and student discipline duties.
20. Participates in all Crisis Intervention Team activities at his/her assigned site.
21. Assists in the oversight of site security, loss prevention and surveillance systems.
22. Resolves all discipline problems in a fair and just manner, and maintains records of any disciplinary action taken.
23. Returns all phone calls from parents/guardians on an immediate as possible basis, and definitely within 24 hours.
24. Shares with the principal the responsibility for protecting the health and welfare of students and staff.

ESSENTIAL FUNCTIONS (continued)

25. Works with community and government agencies on problems relating to juvenile crime and truancy.
26. Performs other related duties as assigned.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification desired.
3. Possession and maintenance of a valid and appropriate state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, shoulder extension, and knee flexion.
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
12. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 210 work days
Twelve-month work year
Certificated Management

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel. The site principal will give the evaluation.

Approved by: Board of Education

Date: September 8, 2016

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER AND
A DRUG-FREE, TOBACCO-FREE WORKPLACE**