

Corning Union Elementary School District  
Job Description

JOB TITLE: ASSISTANT PRINCIPAL, MIDDLE SCHOOL

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Salary Range:	Administrative Salary Schedule	Department:	Administration
Reports To:	Middle School Principal	Approved By:	Board of Trustees August 10, 2005

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**POSITION SUMMARY:**

Under general direction, to assist in the administration of a middle school level school facility; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, school safety, and extra-curricular activity programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

**DISTINGUISHING CHARACTERISTICS:**

This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies. Directly related administrative experience is necessary to assure success in a middle school leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the school. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, School Psychologists and other educational personnel to influence, motivate and monitor the result objectives of the school operation. This is a position classification that performs light work, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction. This is a sedentary position classification and performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**ESSENTIAL FUNCTIONS:**

- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and design and delivery processes, and in the development of implementation strategies.
- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
- Advises, counsels, and assists instructional, support, and ancillary personnel in discipline and problem solving activities pertaining to student behavior management, shaping, and control

problems, school safety, and in the determination of alternative problem solutions.

- Reviews, inspects, audits, and evaluates student attendance processes and procedures, and as necessary, recommends revisions to the process to ensure an effective and efficient operational mode.
- Assists in the planning, organization, and development of a master program schedule and calendar.
- Registers students, designs student programs, and develops individual student instructional schedules.
- Performs a variety of guidance related activities, including educational and social counseling and the conduct of standard and criterion referenced placement aptitude tests.
- Plans, organizes, and coordinates the school safety, campus supervision, activity, and control programs.
- Assists in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems, and a variety of other related activities.
- Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities
- Serves as a liaison to safety and youth service agencies in resolving student management and control problems, and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits, and evaluates instructional and non-instructional personnel performance and provides technical staff performance evaluation input.
- Assists in the planning, development, and organization of District and site advisory committees and groups.
- Assists in development and implementation of staff motivational strategies.

#### OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Other related duties as assigned.

#### QUALIFICATIONS:

##### Knowledge of:

- Principles, methods, strategies, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of public education;
- Procedures, methods, techniques, and strategies pertaining to the administration of an intermediate level school operation;
- Curriculum, instruction, and pupil service trends, strategies, and techniques;
- Student activity, behavior management, school safety, and campus supervision and control methods, procedures, and techniques;
- Program and activity audit and evaluation strategies and procedures;
- Methods, procedures, and strategies of the supervision of instructional and a variety of student body related activities and programs.

##### Ability to:

- Effectively plan, organize, and coordinate the management functions and activities of a middle school operation;
- Demonstrate a positive instructional leadership model;

- Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.

#### EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

##### Experience:

Four years of successful elementary or middle school teaching experience, including the completion of an administrative internship program.

##### Education:

Completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field is desirable.

##### Certification Requirement:

Possession of a valid California credential authorizing service as an assistant principal in a middle school.

##### License Requirement:

Possession of a valid California Motor Vehicle Operator's License.