

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: ASSISTANT PRINCIPAL**

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, assist in directing the instructional operations, activities and programs of assigned County Office court and community schools or special education programs; assist in coordinating and directing communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist in planning, organizing, and monitoring the instructional operations, activities and programs of assigned County Office court and community schools or special education programs; assist in maintaining related time lines and priorities; assist in monitoring the day-to-day activities of school or program sites; assist in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Assist in coordinating and directing communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities; support assigned supervisor in the development and implementation of programs, projects, services, plans, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel; assist in selection process for new employees and recommendations for transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Assist in coordinating communications and information between teachers, administrators, staff, parents, outside organizations and the public to meet the needs of students and assure smooth and efficient school operations and activities; receive, evaluate and resolve student, parental, and staff issues, conflicts and complaints related to assigned schools.

Implement instructional programs and activities to assure compliance with established curriculum requirements; assist in directing activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

Assist in monitoring and evaluating special education or alternative education programs, policies and procedures for educational effectiveness and operational efficiency; assist in developing, implementing and modifying programs, policies and procedures to enhance the educational effectiveness and operational efficiency of school operations and activities. Coordinate enrollment of new students.

Assist in assuring adequate instructional facilities and resources to meet student needs; monitor student attendance and school site rosters to identify attendance problems and assure instructional program and facility capacity to meet student enrollment demands; arrange for facilities maintenance and repairs as needed; coordinate bus services with COE and/or districts (as applicable) to meet student transportation needs.

Under direction of Student Services Management, prepare and maintain records and reports related to students, attendance, plans, programs, discipline and activities; assist in directing the preparation of notices, handbooks and other informational materials.

At the direction of the assigned supervisor, communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; refer students and families to community resources and other outside agencies.

Operate office equipment including a computer and software; drive a vehicle to conduct work.

Attend and conduct meetings; coordinate, arrange and attend parent-teacher conferences and assure resolution of related issues and conflicts; attend and participate in boards and teams, committees and commissions.

Assist in planning, organizing, controlling and directing operations and activities involved in the development, implementation and maintenance of Individualized Education Plans (IEPs); coordinate classroom support, assessment and intervention services to meet the needs of identified students with special needs; facilitate and attend IEP meetings; coordinate response to crisis and other emergency situations.

Direct and participate in activities related to the discipline of students according to established policies, requirements and procedures; research and prepare materials for School Attendance Review Board (SARB) hearings; attend SARB hearings as directed by supervisor; attend conferences, drug courts and other events related to student discipline; and implement or provide recommendations concerning disciplinary actions.

Coordinate and conduct enrollment and orientation sessions for new students; assure student understanding of program standards, requirements, practices, policies and procedures; serve as a liaison with school districts referring students to court and community schools and special education programs, and coordinate related transfer and enrollment functions. Participate on Student Programs/Services Leadership Team meetings.

#### **OTHER DUTIES;**

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization and direction of the instructional operations, and activities of assigned County Office schools and programs.

Applicable sections of the State Education Code including special education regulations and requirements.

Curriculum standards, interpretation and application in schools and programs.

Local, State and federal standards and requirements governing schools.

County Office policies and procedures concerning student discipline.

Instructional techniques and strategies related to schools and programs.

Comprehensive organization, activities, goals and objectives of court and community schools.

Principles, practices and procedures involved in the development and implementation of school programs, projects, services, plans, strategies, goals and objectives.

Problems and concerns of students with special needs, including mental health, drug/alcohol and legal concerns.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

**ABILITY TO:**

Plan, organize, control and direct the instructional operations, activities and programs of assigned County Office schools.

Coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of school programs, projects, services, plans, strategies, goals and objectives.

Receive, evaluate and resolve parental, administrative and staff issues, conflicts and complaints related to schools. Develop rapport and relationships with parents and community members in the best interests of students in COE programs.

Administer and monitor school instructional programs and activities to assure compliance with established curriculum standards and requirements.

Attend various meetings with partner agencies.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of various reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in education or related field and five years teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Valid Administrative Services Credential.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

**HAZARDS:**

Contact with aggressive student behavior and frustrated/dissatisfied adults.

**Job description implemented 7/7/10**