

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:           K-8 ASSISTANT PRINCIPAL**

Directly Responsible to: Principal, K-8

Supervision Over: Certificated, classified, and volunteer personnel; as assigned by the school principal

**BASIC FUNCTION:**

Under the direction of the Principal, the Assistant Principal, K-8 serves as an instructional leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, and extracurricular programs, school plant operations, and the supervision and evaluation of assigned personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities; effectively implements district approved curriculum.
- Assists the Principal in the development, implementation, and evaluation of efforts related to improving student academic achievement; helps ensure that the school meets or makes satisfactory progress toward achievement goals.
- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
- Plans, organizes, coordinates, participates in, and provides leadership for programs and activities related to the operation of an assigned school.
- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
- Assists the Principal in providing instructional leadership to the school.
- Assists in providing leadership to professional staff in determining objectives and identifying school needs as the basis for developing short and long range plans for the school.
- Serves on educational committees with students, parents, and/or staff in order to continually improve learning experiences for students and to enhance home-school communications.
- Supervises and evaluates the performance of designated certificated and/or classified personnel; assigns duties to faculty and staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new faculty and staff.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program; develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned.

- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
- Maintains effective community relations; assists in communicating to parents all phases of the school's educational, extracurricular, and athletic programs; assists the Principal in carrying out a program of community relations; develops correspondence to promote school activities and achievements.
- Monitors and organizes attendance functions; prepares letters and calls parents as needed regarding absent or tardy students; provides leadership for attendance improvement efforts.
- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate.
- Provides direction to and coordination of the school's guidance and counseling services; assures programs and services meet established objectives and requirements; participates in Individual Educational Plan meetings and Student Study Teams; acts as liaison to the psychologist(s) and nurse(s) assigned to the school.
- Coordinates the after school program in collaboration with school staff and/or personnel from outside agencies.
- Participates in the development of the master calendar and master schedule of the school; assures calendars and schedules meet state requirements; works with staff to develop and distribute calendar and schedule information to students and families.
- Supervises, schedules, and organizes student government, extracurricular activities, the student athletics program, and other competitive or performance programs and events. Supervises activities, including evening activities, as assigned. Works with other staff and/or community members to plan and carry out the school's athletics program as appropriate. Publicizes opportunities for student involvement to students and parents, and actively recruits student participants.
- Coordinates field trips with teachers; ensures that related paperwork has been submitted to the district office in a timely manner; ensures that transportation requirements and other safety-related requirements have been met.
- Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.
- Provides management of the physical plant in collaboration with other district staff, including work orders, custodial/maintenance work, and distribution and control of building keys.
- Works with the Principal to establish a safe and secure learning environment for students. Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; directs the work of campus supervisors; plans and debriefs emergency drills; updates the school safety plan.
- Prepares and maintains a variety of district, county, state, and federal records and reports; directs preparation of records and reports by staff.

- Assists with developing and monitoring the school's financial resources; orders supplies as needed.
- Participates in administrative meetings and trainings to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
- Performs other duties as assigned.

**Knowledge Of:**

- Comprehensive organization, activities, goals and objectives of a high school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- Instructional standards and faculty requirements.
- Board and District policies, procedures, and regulations.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Basic computer operation.

**Ability To:**

- Establish and maintain productive, collaborative relationships with others.
- Model district standards of ethics, confidentiality, and professionalism.
- Meet schedules and deadlines.
- Plan and organize work.
- Analyze and interpret assessment results for the purpose of designing and modifying instruction.
- Follow through with directives.
- Perform a wide variety of specialized tasks; interpret and apply rules and regulations as appropriate.
- Apply knowledge of school law and district policy.
- Operate office equipment including a computer with a variety of software related to job requirements.
- Apply knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning.
- Create an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Complete work before deadlines despite constant interruptions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain consistent, punctual, and regular attendance.
- Demonstrate knowledge of correct English grammar and usage.
- Prepare and deliver oral presentations to groups.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Maintain a safe and orderly learning environment.
- Use effective interpersonal skills including tact, patience, and courtesy.

**Physical Ability To:**

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.

- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, and to observe students.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels
- Kneel, bend at the waist, or crouch.
- Lift objects weighing up to 25 pounds.

### **Qualifications**

- Valid California credential authorizing service as an administrator, or eligibility for an administrative credential. Valid California teaching credential.
- Minimum of three years of classroom teaching experience.
- Energetic and positive approach to responsibilities.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Ability to withstand stress; has a positive attitude; demonstrates compassion.
- Self-motivated; able to accept criticism and grow as a result
- Strong communication and organizational skills.
- Valid California drivers' license and ability to drive a car to perform job requirements.

### **Working Conditions:**

- Environment: Office environment, constant interruptions, driving a vehicle to conduct work, evening or variable hours.