

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: ASSISTANT PRINCIPAL-HIGH SCHOOL**

Directly Responsible to: High School Principal

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

**BASIC FUNCTION:**

Under the direction of the Principal, organize, coordinate, and administer assigned programs and activities related to school discipline, attendance, and instruction at an assigned high school; assist the Principal with administrative duties involving student conduct, curriculum development, and school operations as assigned; provide administrative coverage of student activities, athletic, and other events; supervise and evaluate the performance of assigned personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate, and participate in programs and activities related to the operation of a high school including instruction, student discipline, and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.
- Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned.
- Supervise and evaluate the performance of designated certificated and classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing, and selecting new faculty and staff.
- Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints; serve on discipline or expulsion panels as assigned.
- Supervise students on campus before and after school; monitor students during lunch, passing periods, and other activities; discipline students according to established guidelines.
- Establish, coordinate, and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.
- Participate in the preparation of the master calendar for the school; assure schedules meet State requirements; distribute to staff, students, and parents.
- Provide direction to a variety of faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.
- Oversee athletics, student activities, and other programs as assigned.

- Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues, and school maintenance; assure programs and services meet established objectives and requirements.
- Supervise and organize a wide variety of student activities, extra-curricular activities, and athletic events; schedule extra-curricular programs; attend a variety of school events including athletic events, dances, meetings, and others.
- Assure the health, safety and welfare of students.
- Assist with monitoring the school budget; order supplies as needed.
- Prepare and maintain a variety of District, County, State, and federally-mandated records and reports regarding student attendance, discipline, cumulative records, and academic achievement.
- Participate in graduation-related activities including photos, set-up of equipment, and planning of various graduation-related events as assigned.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.
- Perform related 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:**

- Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at the high school.
- Assist the Principal with administrative duties involving student conduct, curriculum development, and school site operations as assigned.
- Direct, evaluate, and supervise assigned certificated and classified staff.
- Oversee activities regarding personnel, the school facility, student services and activities, curriculum, and instruction.
- Prepare and deliver oral presentations.
- Establish, coordinate, and maintain communication with community and parent groups.
- Assist with the implementation, evaluation, and modification of instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.

- Prepare and deliver oral presentations.
- Maintain consistent, punctual, and regular attendance.
- Operate standard office equipment including a computer

**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.