

ORANGE UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL, MIDDLE SCHOOL

DEFINITION

Under general direction, to assist in the administration of a middle school facility; to plan, develop, organize, coordinate, and supervise the student attendance; behavior management, and extra-curricular activity programs; to assist in the planning, development, and implementation of site, instructional, guidance, 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 instructional 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 that affect the pre-adolescent and adolescent child. Decisions that are made by the incumbent have a major 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, ancillary personnel, parents, community members, and other educational personnel to influence, motivate and monitor the result objectives of the school operation. This position classification performs light work, but does require walking and standing for extended periods. This position requires accurate distinguishing of sound, near and far vision, depth perception, working with educational materials and objects, and providing and receiving oral information and direction.

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

ESSENTIAL DUTIES

- Assist in the planning, development, organization, coordination, and supervision of special project functions, instructional programs and activities, including curriculum development, program design, and in the development of implementation strategies.
- Perform need assessments, feasibility planning, and a variety of other research and development functions and activities.
- Advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management problems, and in the determination of alternative problem solutions.
- Review, inspect, audit, and evaluate student attendance processes and procedures, and recommend revisions to the process to ensure an effective and efficient operational mode.
- Assist in the planning, organization, and development of a master program schedule and calendar.
- Register, design a program, and develop individual student instructional schedules.

- Perform a variety of guidance related activities, including educational and social counseling and the conduct of aptitude tests.

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- Plan, organize, and coordinate the campus supervision, activity, and control programs
- Assist in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, record management storage, and retrieval systems, and a variety of other related activities.
- Assist 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.
- Serve as a liaison to safety and youth service agencies in resolving student control and student attendance and welfare problems.
- Assist in the site budget planning and expenditure control process.
- Review, audit, and evaluate instructional and non-instructional personnel performance.
- Assist in the planning, development, and organization of District and site advisory committees and groups.
- Assist in development and implementation of staff motivational strategies.
- Review, monitor and evaluate the student record management system, and respond to student informational requests.
- Plan, organize and coordinate cooperative programs and shared resources with the elementary “feeder” schools.

QUALIFICATIONS

Knowledge of:

- Principles, methods, strategies, goals, and objectives of public education;
- Philosophical, educational, fiscal, and legal aspects of education;
- Procedures, methods, techniques, and strategies pertaining to the administration of a middle school operation;
- Curriculum, instruction, and pupil service trends, strategies, and techniques;
- Student activity, behavior management, 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.
- Safe working methods and procedures.

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 English, and a second language as required by the assignment;

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- Understand and carry out oral and written directions with minimal supervisory 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, middle or junior high school teaching experience, including the completion of an administrative training program.

Education:

Equivalent to the 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.

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.

Condition of Employment

Insurability by the District's liability insurance carrier.