



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT MIDDLE SCHOOL ASSISTANT PRINCIPAL

## **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.

## **ESSENTIAL DUTIES:**

- Plans, organizes and implements a school-wide program for the supervision and safety of students;
- Confers with students, parents and teachers to resolve individual academic and/or behavioral problems;
- Supervises assigned departments or areas of instruction;
- Assists in the maintenance of the current instructional program;
- Assists in the implementation of new programs;
- Assists in interpreting the educational program to staff, parents and other members of the community;
- Assists the principal in evaluating certificated and classified staff;
- Assists in the preparation of school communications;
- Coordinates school functions with representatives of law enforcement and social welfare agencies in connection with serious pupil problems;
- Coordinates the services of District resource staff such as school nurse, psychologist, speech and hearing therapists, and other District personnel operating in the school;
- Assists in developing the master schedule at the school;
- Coordinates all student records including attendance
- Assists in supervising the extra-curricular programs and the coordination of athletics, social activities, student government, assemblies; and
- Performs other duties as assigned by the Principal.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies. 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 a senior high 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 in the supervision of instructional and a variety of student body related activities and programs. Administrative training, staff development principles, and techniques.

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

### ABILITY TO:

Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; make presentations to various audiences and to facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events.

## **EXPERIENCE AND EDUCATION:**

### EXPERIENCE:

Five (5) years of outstanding certificated experience; and have a proven ability to perform at a high level of competence in positions of leadership and responsibility.

**EDUCATION:**

Master's degree from an accredited university, preferably in Educational Administration; valid California Certificated Credential; valid California K-12 Administrative Credential; and an EL authorization.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Fingerprints on file as required by State law
- TB Skin Test as required by State law

**PHYSICAL DEMANDS:**

**Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

*\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.*

**Frequent motion:**

Twisting:	No
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to shoulder level:	Occasionally
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls	Odor:	Yes, smoke
Noise:	Yes	Humidity:	No
Moisture:	May work in rain	Fluorescent lights:	Yes
Working inside:	95% of the day		
Working outside:	5% of the day		
Working in close quarters with others:	Yes, all the time		
Floor may be slippery at times:	Tiled areas		

**This job requires:**

Alertness:	Constantly	Attention to detail:	Constantly
The use of two hands:	Constantly	Recall of names and dates:	Constantly

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Able to work overtime as needed:	Every day
Dealing with angry teachers, students & parents:	Yes, weekly

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

Revision Date: 6/2023

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**