



RIALTO UNIFIED SCHOOL DISTRICT

ELEMENTARY ASSISTANT PRINCIPAL Management Job Description

DEFINITION

Provides administrative assistance to the school principal, shares responsibility for major portions of school operations and in planning, supervising, and directing site categorical programs, and assumes complete charge in the absence of the principal.

ESSENTIAL DUTIES

- Assumes the role of the Principal in his/her absence
- Assists the Principal and the staff in determining objectives and identifying school needs as the basis for developing long and short range curricular and organizational plans.
- Assists the principal in the maintenance of the instructional program, innovation, and change.
- Assists in planning, organizing, and implementing a school-wide program for the supervision and control of students.
- Confers with students, parents, and teachers to resolve individual student academic and behavioral problems.
- Assists in supervising the safety and security of the students, buildings, and grounds, including noon-duty assistants and other paraprofessionals.
- Evaluates and/or assists the Principal in evaluating members of the certificated and classified personnel staff and encourages individual staff members with leadership potential.
- Assists the Principal in developing and implementing all aspects of Federally funded programs in accordance with local, state, and federal guidelines.
- Assists Principal in planning, supervising, and directing site categorical programs which includes development of needs assessments and budgets, implementation of school wide reform, and ongoing evaluation to determine whether student needs are being met.
- Assists the Principal with the planning, organization and coordination of site staff development activities.
- Gathers required data, prepares accurate reports, monitors project compliance with all applicable regulations, and updates "Single Plan For Student Achievement" annually.
- Assists in planning, supervising, and directing the federally funded program budgets in accordance with all policies, procedures, and laws.
- Provides for effective parental involvement activities at site
- Coordinates/attends activities of site parent advisory committees, District Advisory Committee, District English Learners Committee, and other related meetings.
- Performs other duties as assigned by the Principal.

EXPERIENCE AND EDUCATION

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

Education: Master's degree from an accredited university; valid California Credential; valid California K-12 Administrative Credential.

PHYSICAL CLASS:

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

WORK AREA REQUIREMENTS:

Ability to use common school hand tools, computer, telephone, fax, and photocopy machine.

Ability to transverse any part of a 10-50 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt, and/or bus areas.

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

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	Frustration:	Moderate - depends on the time of year
Team work:	Constantly	Level of responsibility:	High
Repetitive tasks:	Yes, signature	Must keep up with schedule:	High
Able to work extended hours as needed: High			
Dealing with upset employees, parents, community members: Moderate			

PHYSIOLOGIC FACTORS

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

DISTRICT REQUIREMENTS:

Teaching Credential
 Master's Degree
 Five (5) years experience as a Teacher
 EL authorization or equivalent
 Fingerprints on file as required by State Law
 TB Skin Test as required by State Law

THIS JOB REQUIRES:

Alertness:	Yes
Attention to detail:	Yes
The use of two hands:	Yes
Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

MUST BE ABLE TO DEAL WITH THESE ENVIRONMENTAL CONSIDERATIONS:

Heat:	Has own heat and air conditioning controls
Odor:	Usually not an issue
Noise:	Active noise
Humidity:	In an indoor elementary school
Moisture:	In an indoor elementary school
Fluorescent lights:	Yes
Floor may be slippery at times:	Yes
Working in close quarters with others:	Yes, all day long.
Working inside:	75% of the day
Working outside:	25% of the day

ABILITY TO DEAL WITH PSYCHOLOGICAL FACTORS:

Team work:	Yes
Frustration:	Medium
Repetitive tasks:	Yes, all day long
Level of responsibility:	High
Able to work overtime as needed:	Occasional
Dealing with parents/teachers/students/administrators:	Daily
Must keep up with work schedule:	High
Must be able to keep on a stringent time frame:	Yes
Go from one activity to another to another:	Yes
Vary activities:	Yes
Be able to keep the interest of the child:	Yes

PHYSIOLOGIC FACTORS:

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