



RIALTO UNIFIED SCHOOL DISTRICT

MIDDLE SCHOOL ASSISTANT PRINCIPAL Management Job Description

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.

QUALIFICATIONS

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 successful teaching 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 Teaching Credential; valid California Administrative Credential K-12; and an EL authorization.

PHYSICAL DEMANDS**Physical class:**

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:	Occasionally	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	No
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Constantly	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
		Keyboarding:	Occasionally, must be literate

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		

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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 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:

Fingerprints on file as required by State Law
 TB Skin Test as required by State Law