ASSISTANT PRINCIPAL, STUDENT SERVICES

General Purpose:
The Assistant Principal, Student Services is responsible to the County Superintendent of Schools and works under the direct supervision of the Executive Director, Student Services. Assists in coordinating and directing communications, personnel information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assures smooth and efficient school activities; participates on District Improvement Team; and supervises and evaluates the performance of assigned personnel. This is a certificated management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Assists in planning, organizing, and monitoring the instructional operations, activities and programs of assigned Student Services programs; assists in maintaining related time lines and priorities; assists in monitoring the day-to-day activities of Student Services school sites; assists in assuring related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Assists in coordinating and directing communications, personnel, information, curriculum implementation, and student discipline functions to meet County needs and assure smooth and efficient school activities; supports administration in the development and implementation of Student Services programs, projects, services, plans, strategies, goals and objectives.
- Develops systems to support PCOE programs with regards to assessment and accountability.
- Coordinates and manages California English Language Development Test (CELDT) and CAASPP testing for PCOE programs.
- Coordinates local formative and summative assessments for PCOE programs including developing a local assessment calendar.
- Provides assessment data analysis for PCOE programs.
- Supervises and evaluates the performance of assigned personnel; assists in selection process for new employees and recommendations for transfers, reassignments, termination and disciplinary compliance with established standards, requirements and procedures; assures employee understanding of established requirements.
- Assists in coordinating communications and information between teachers, administrators, staff, parents, law enforcement agencies, outside community organizations and the public; to meet the needs of students and assure smooth and efficient school operations and activities; receives, evaluates and resolves student, parent, and staff issues, conflicts and complaints related to assigned schools.
- Implements Student Services instructional programs and activities to assure compliance with established curriculum requirements; assists in directing activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.
- Directs and participates in activities related to the discipline of students according to established policies, requirements and procedures; attends events related to student discipline, and implements or provides recommendations concerning disciplinary actions as assigned.
- Assists in implementing, monitoring and evaluating Student Services programs, policies and procedures for educational effectiveness and operational efficiency.
ASSISTANT PRINCIPAL, STUDENT SERVICES/PAGE 2

- Coordinates enrollment and orientation sessions for new students; assures student understanding of Student Services school standards, requirements, practices, policies and procedures; serves as a liaison with school districts referring students to Student Services schools and coordinates related transfer and enrollment functions.
- Assists in assuring adequate instructional facilities and resources to meet student needs; monitors student attendance and school site rosters to identify attendance problems and assures instructional and program and facility capacity to meet student enrollment demands; and coordinates bus service to meet student transportation needs.
- Prepares and maintains various records and reports related to students, attendance, plans, programs, discipline and assigned activities; assists in directing the preparation of notices, handbooks and other informational materials.
- Communicates with administrators, personnel and outside organizations to exchange information, coordinates activities and programs and resolves issues or concerns, refers students and families to community resources and other outside agencies as appropriate.
- Attends and conducts a variety of meetings as assigned; coordinates, arranges and attends parent-teacher conferences and assures resolution of related issues and conflicts as directed; attends and participates in various boards, committees, and communications.
- Assists with the development of the Local Control Accountability Plan (LCAP).

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Any combination equivalent to a Masters degree in education or related field is preferred.

Experience:

- Five years teaching experience preferred.

Knowledge, Skills and Abilities:

- Knowledge of applicable sections of the California Education Code.
- Knowledge of curriculum standards, interpretation and application in Student Services programs.
- Knowledge of local State and Federal standards and requirements governing Student Services programs.
- Knowledge of County Office policies and procedures concerning student discipline.
- Knowledge of instructional techniques and strategies related to Student Services programs.
- Knowledge of comprehensive organization, activities, goals and objectives of Student Services programs.
- Knowledge of principles, practices, and procedures involved in the development and implementation of Student Services program projects, services, plans, strategies, goals, and objectives.
- Knowledge of problems and concerns of students with special needs.
- Knowledge of policies and objectives of assigned programs and activities.
• Knowledge of principles and practices of administration, supervision and training.
• Ability to coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet County Office needs and assure smooth and efficient school activities.
• Ability to supervise and evaluate the performance of assigned personnel.
• Ability to plan, organize, and direct the instructional operations, activities and programs of County Office Student Services programs.
• Ability to establish and maintain cooperative and effective working relationships with others.
• Ability to analyze situations accurately and adopt an effective course of action.
• Ability to work independently with little direction.
• Ability to oversee and participate in the preparation and maintenance of various reports, records and files related to assigned activities.

Required Testing:
• None

Certificates & Licenses:
• Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.
• Must possess a valid California Administrative Services Credential.
• Must possess a valid California Teaching Credential or other appropriate California Credential.

Clearances:
• Criminal Justice Fingerprint Clearance
• TB Clearance

Work Environment:
• Work is performed in an office or school environment, and involves contact with staff, representatives of other agencies, and the community. Some travel within Placer County is required.

Physical Requirements:
• The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling.
• Manual dexterity to operate a telephone and enter data into a computer.
• Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
• Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
• Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
• Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
• Facility to drive an automobile.
• Facility to determine and differentiate colors with or without reasonable accommodation.
Note: This list of essential functions and requirements is not exhaustive and may be supplemented as necessary in accordance with the job.

FLSA Status: Exempt
Employee Group: Management
Salary Grade: Level 13

Reviewed and Approved:
Superintendent: [Signature] Date: 9/4/19
Human Resources: [Signature] Date: 7/5/19