

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: **Assistant Principal, Middle School**

Reports to: Principal

Supervises: Personnel as designated by the Principal.

Job Goal: To collaborate with the administrative team in administering the school program in the areas of school discipline, attendance and student activities.

Performance Responsibilities:

1. Develop and implement an effective school discipline plan and supervise campus assistants.
2. Coordinate referral process in collaboration with other administrators as appropriate.
3. Keep current on effective methods of discipline and disseminate information to staff.
4. Maintain student discipline files and inform staff about students with a history of violence.
5. Administrate and evaluate Saturday School Program.
6. Coordinate police officer on campus program.
7. Collaborate alternative discipline programs and suspension policy.
8. Report major incidents and provide appropriate documentation for expulsion cases and serve on expulsion panel when needed.
9. Maintain, coordinate and monitor bus schedules and discipline citations.
10. Serve as Community Liaison regarding student behavior on and off campus.
11. Develop and coordinate procedures for attendance reporting and accountability that includes parent contacts related to attendance.
12. Initiate plans and procedures for improving attendance and tardies.
13. Coordinate alternative student placement.
14. Coordinate student field trips.
15. Coordinate Associated Student Body activities such as student council, assemblies and dances.
16. Assign and monitor activity supervision schedule.
17. Develop and monitor contract for school photographer, yearbook, etc.
18. Coordinate and monitor student body funds, fundraisers and debt collection.
19. Monitor student insurance and claims.
20. Monitor school bulletin and public address announcements.
21. Coordinate free and reduced lunch program.
22. Organize awards, recordkeeping and recognition program for students.
23. Administer Interscholastic and Intramural Athletic program.
24. Verify eligibility and insurance.
25. Schedule officials, transportation, and facilities.
26. Provide a safe campus to ensure a positive learning environment.
27. Provide Clinical Supervision for assigned faculty as a means to improve the instructional program.
28. Attend school meetings, functions, and activities.
29. Assist with the supervision of students and serve as a grade level administrator.
30. Attend District Administrator meetings and Board meetings when requested.
31. Serve on District committees related to attendance and/or discipline.
32. Perform services as requested by the District through the Principal.
33. Assist the Principal in a collaborative team approach in administering the total school program.
34. Respond to parents and community members relative to discipline, attendance procedures, and student activities.

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35. Plan and implement a safety program including staff inservice for emergency fire and disaster drills.

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Performance Responsibilities (cont'd)

36. Coordinate the school and maintenance of school facilities.

Qualifications:

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years of successful teaching experience at appropriate level(s).
4. Demonstrated leadership skills and organizational skills.
5. Demonstrated written and oral communication skills.
6. Ability to relate well to students, staff and parents.
7. Physical and emotional stamina.

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary Schedule
Work Year: 211 days

Evaluation: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.