

**SAN JOSE UNIFIED SCHOOL DISTRICT**  
**San Jose, California**

**Title:** Assistant Principal, High School

**Reports to:** Principal

**Supervises:** Attendance Clerk; AIM Clerk; OCS Personnel; Campus Supervisors; Campus Police Officers; Saturday School Personnel

**Job Goal:** To assist the principal with a specific emphasis in administering the school program in the areas of school discipline and attendance.

**Performance Responsibilities:**

1. Develop and monitor an attendance system.
2. Develop and implement a plan for parent contacts related to attendance.
3. Develop procedures for attendance verification.
4. Ensure accurate attendance recording and reporting.
5. Initiate plans and procedures for increasing attendance.
6. Assist students with problems related to lockers, lost and found, physical education clothes.
7. Implement and maintain an effective school-wide discipline plan.
8. Ensure equitable applications of discipline procedures.
9. Assist the instructional staff with students in need of discipline.
10. Maintain communication with parents relative to discipline problems.
11. Keep current on effective methods of discipline and disseminate information to the staff.
12. Inservice the certificated and classified staff on effective discipline methods.
13. Act as school liaison with police, probation officers, and District CWA personnel.
14. Prepare and file police reports as required.
15. Report major incidents to District CWA personnel.
16. Administer suspensions including required documentation and appropriate home contracts.
17. Administer and evaluate the Saturday School program.
18. Attend school meetings, functions, and activities as required.
19. Assist with the supervision of students as required.
20. Attend District administrator meetings and Board meetings when requested.
21. Serve on committees related to attendance and/or discipline.
22. Perform services as requested by the District through the principal.
23. Assist principal as requested in administering the total school program.
24. Respond to parents and community members relative to discipline and attendance procedures as necessary.
25. Evaluate staff as directed by Principal.
26. Keep current on patterns and activities of juvenile gangs.
27. Prepare and collect necessary documentation relative to expulsion procedures.
28. Perform other tasks as required to promote an orderly, productive, and safe learning environment.

**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.

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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.