

**San Jose Unified School District
San Jose, CA**

Title: Assistant Principal, Elementary School

Reports to: Principal

Supervises: Certificated and Classified Staff

Job Goal: As co-administrator, to assist the principal in managing and coordinating school personnel, procedures, policies and activities.

Performance Responsibilities:

1. Executes the policies and procedures relating to the instructional program, with student needs, District, State and other mandated requirements.
2. Establish procedures for ongoing monitoring and evaluation of instructional programs, leading to school improvement and academic achievement for all students:
 - a. Ensures that a balanced, coherent, and articulated instructional program with high expectations for student achievement is provided for all grade levels.
 - b. Provides a school curriculum that promotes an understanding and appreciation of other cultures.
 - c. Supports and monitors the school's magnet program.
 - d. Provides for the instructional needs of limited and non-English speaking, Special Education and GATE students.
3. Provides for consistent follow-up to teachers needing to improve their teaching performance.
4. Assists teachers to plan effectively for instruction through the evaluation of their own teaching skills.
5. Is familiar with good teaching methods and assists teachers to improve their diagnostic teaching based on these methods.
6. Ensures that parents are provided with regular periodic reports concerning their children's progress.
7. Provides for recruitment of students to meet desegregation goals.
8. Establishes clear, consistent standards for student conduct and takes effective action on discipline matters requiring intervention.
9. Promotes maximum student attendance.
10. Implements as effective system for the supervision of students in all school related/sponsored activities.
11. Exercises general authority over the school operation and is responsible for the enforcement of all Board, State, and Federal regulations governing management of the public schools.
12. Establishes and develops school budget priorities effectively involving appropriate school personnel and maintains an accounting system that accurately monitors school expenditures.

13. Compiles and submits reports required by District, State, and Federal jurisdictions in a timely manner.
14. Plan, coordinate, and evaluate the total program of student services including guidance, special education, counseling, SST's and community agencies.
15. Maintains adequate security measures and reports losses and unauthorized entries promptly and accurately.
16. Implements a public relations program to keep the community informed of all activities of the school.
17. Establishes procedures for regular communication with parents, the community and various agencies in order to inform them of the school activities, needs and opportunities.
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19. Replies to inquiries from parents and others in the community and is available for conferences.
20. Encourage involvement of a broadly representative and active parent and/or other school advisory group in a collaborative mode.
21. Assists staff members to utilize community resources in the school program.
22. Attends and participates in meetings relative to areas of responsibility.
23. Recruits, trains, and supervises school volunteers.
24. Supervises all persons assigned to the school site.
25. Recommends the selection and retention of staff based on objective criteria and established procedures.
26. Recruits, hires, and makes appropriate assignments based on credential requirement, needs of the program, and strength of the employees
27. Provides appropriate in-service/staff development programs for all staff.
28. Evaluates all staff: certificated, classified, and administrative.
29. Adheres to the contracts and agreements made with the District's employee groups.
30. Other duties as assigned by the Superintendent or hi/her designee.

Qualifications:

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

Terms of Employment:

**Salary Placement: Appropriate range and step on the current
Administrative Salary Schedule**

Work Year: 201 Days

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