

## JOB DESCRIPTION

TITLE ASSISTANT PRINCIPAL FOR SUMMER SCHOOL &  
ALTERNATIVE SCHOOL PROGRAMS

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree and five years full time classroom or administrative experience. Computer skills required (e.g. ability to use email).
Language Skills	Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to most sensitive inquiries or complaints from students, parents, staff or administrators. Ability to write and deliver persuasive speeches on controversial or complex topics to administration, public groups, and/or school board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Certification in Educational Leadership (Level I)
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, talk and hear. The employee is frequently required to use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment            The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO                Principal of Alternative and Summer Schools

#### GENERAL RESPONSIBILITIES

1. Manages all aspects of the district's summer school programs.
2. Assists the Principal in instructional leadership and accountability, evaluation of instructional programs and staff, provision of in-service training for instructional staff and the supervision of instructional staff and instructional support personnel.

#### SPECIFIC RESPONSIBILITIES

1. Organizes, coordinates and plans for all the district's summer school programs.
2. Assists in the selection of instructional supplies and equipment.
3. Assists in classroom observations and provides leadership with teachers concerning instructional programs.
4. Provides leadership in the development of instructional programs for summer school.
5. Assists the Principal in the preparation of all reports and board presentations.
6. Assists the Principal with preparing and overseeing the summer school budgets.
7. Assists the Principal in selection of staff.
8. Assists the Principal in maintaining a positive school climate and a culture of character within the schools.
9. Oversees the testing programs and aggregates, analyzes, interprets and communicates data in order to improve the instructional program.
10. Participates in scheduled staff meetings with Principal.
11. Processes all textbook orders and orders new texts for all sites for the upcoming school year.
12. Assists the Principal in preparation for and participates in open house activities.
13. Assists in the development of the School Improvement Plan.

14. Establishes, coordinates and maintains relationship with community agencies that work cooperatively with the programs.
15. Identifies causes of classroom behavior and works to correct them utilizing all available resources.
16. Demonstrates behaviors that assist pupils/staff in developing positive self-concepts, values and attitudes.
17. Assists the Principal in the development and redesign of existing or new programs.
18. Secures substitute teachers as needed.
19. Performs other duties as assigned.