

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ASSISTANT PRINCIPAL

BASIC FUNCTION:

Under the direction of the Principal, the Assistant Principal provides leadership in a wide variety of areas, including student discipline, safety, curriculum/staff development, technology, and evaluations.

REPRESENTATIVE DUTIES:

- Plan and lead professional learning
- Monitor school-wide behavior program.
- Maintain duty schedule.
- Lead and support school-wide initiatives and activities.
- Attend IEPs and SSTs as Administrative Designee.
- Monitor identified “at-risk” students and coordinate services with staff.
- Monitor progress of EL students.
- Maintain the STEAM+ schedule.
- Perform other duties as assigned.
- Serve as the administrative designee when the principal is off campus.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of California State Standards
- Knowledge of curriculum
- Leadership strategies
- Special education laws and practices
- Instructional strategies
- Student behavior, including discipline

CREDENTIALS AND EXPERIENCE:

- Valid California Administrative and Teaching Credential
- M.A. Degree
- At least five (5) years of successful K-6 teaching experience and successful site leadership experience

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment, classroom environment, outdoors at a school site, other areas as needed or assigned.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Assistant Principal Salary Schedule.