



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Assistant Principal

1. QUALIFICATIONS

- A. **California Credential:** Required – Valid Administrative Credential or enrolled in a program leading to an Administrative Credential
- B. **Education:** Required – B.A. or B.S.
Desirable – M.A. or M.S.
- C. **Experience:** Required – Five successful years as a teacher at the Secondary level.
Desirable – Service in a variety of administrative capacities at the secondary school level.
- D. **Personal Qualification:** Character, personality, appearance, and proper social capability to relate effectively with staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations. Understand and work effectively with people from different cultures.

2. GENERAL RESPONSIBILITIES

To assist the principal in organizing and administering a program which will provide an atmosphere conducive to the total development of the student; to participate in maintaining a positive public image for the school.

3. DUTIES AND RESPONSIBILITIES

- A. Assume the duties and responsibilities of the principal when he/she is absent.
- B. Assist in the general program evaluation of the school.
- C. Assist in the preparation of state, federal and district reports.
- D. Assist in the coordination of articulation with feeder schools, high schools, junior colleges and youth serving agencies.
- E. Assist in the assessment of school financial needs and budget planning.
- F. Assist in the acquisition, implementation and evaluation of specially funded projects.
- G. Serve as a school/district curriculum liaison with subject area department chairs.

- H. Assist in the coordination of routine activities, including assignment of substitutes, campus/co-curricular supervision and conduct of the school safety program.
- I. Assist in the hiring of personnel and placement in teaching assignments.
- J. Assist in the coordination of school facility use.
- K. Assist in the supervision and evaluation of employees.
- L. Assist in the development of the master schedule, and the registration and scheduling of students.
- M. Assist in the development and monitoring of curriculum and courses of study.
- N. Assist in the administration of the student services program.
- O. Assist in the administration of the co-curricular program.
- P. Assist in financial control and monitoring of programs.
- Q. Assist in the planning, implementation and evaluation of in-service programs.
- R. Assist in the management of publications/communications between the school and the community.
- S. Resolve problems and conflicts involving students, parents and staff.
- T. Assist in the organization and maintenance of student data systems and student record keeping.
- U. Assist in the administration of the student testing program.
- V. Assist in the administration of custodial functions and the general operation of the school.
- W. Assist in the administration of classified and certificated contracts.
- X. Assist in the supervision and coordination of the special education program.
- Y. Assist in providing timely and effective communication of incidents/situations to appropriate district personnel.
- Z. Assist in administering student discipline and student control procedures.
- AA. Perform other duties as assigned.