



PALO ALTO
UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

TITLE: Assistant Principal, High School
REPORTS TO: Site Principal
SUPERVISES: Certificated staff, classified staff, and volunteers

OVERVIEW: The Assistant Principal is part of a management team providing leadership in curriculum, instruction guidance, facilities management, support services and related tasks as assigned by the Principal or the District Office, for a comprehensive middle school (grades 9-12).

ESSENTIAL RESPONSIBILITIES: (include but are not limited to the following)

- Assist the school principal in all activities related to the school's curriculum, programs, personnel, and facilities in accordance with State, County and District regulations, policies, and procedures.
- Perform other duties as directed.

Specific Instructional and Managerial Duties will include such things as: School Community and Culture, and establish an atmosphere conducive to learning for all students. Work with a diverse student and parent community. Build parent and community support and involvement. Act as co-chairperson and/or representative for various general public relations functions, school and community activities. Set high expectations for faculty, staff and students. Promote professional growth for all staff. Build sound relations with District Office.

Planning and Goal Setting: Help with the establishment and implementation of school and District goals. Plan, coordinate, implement and evaluate special student support programs. Develop and maintain articulation processes with feeder high schools.

Administration: Manage student discipline. Monitor attendance for a portion of the student population. Develop and maintain the school safety plan. Monitor special testing arrangements. Assist with state mandated testing including STAR. Assist in the selection, assignment and supervision of staff. Develop and administer school budgets. Support administrative and/or instructional technology.

Personnel and Supervision: Supervise campus supervisors and personnel in other school departments as needed. Assist in the selection, employment, and performance evaluation of certificated personnel in the school. Supervise the campus and coordinate extra-curricular activities.

MINIMUM REQUIREMENTS:

- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Completion of a Master's degree
- Demonstrated success in classroom curriculum and instruction
- Legal authorization to work in the U.S.
- Possession of a valid California Administrative Services Credential, as required by the California Education Code
- Within 60 days of start, provision of TB (tuberculin) clearance, as mandated by the California Education Code

KNOWLEDGE, SKILLS, and ABILITIES (KSAs): (include but are not limited to the following)

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably with students, staff, parents, and the community in the context of a rigorous academic environment
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills
- Knowledge of adult learning and motivation theories, school budgeting, as well as administration of applicable policies and supervision of personnel
- Positive, successful record in teacher leadership roles and middle school teaching and/or site-level experience
- Proactive and tactful demeanor and willingness to think creatively about problems
- Proficiency in a second language preferred

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 regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms.

The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception. Employee will frequently work at a computer and travel to attend meetings.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. Work environment includes working directly with children. There are a number of activities and situations happening at once, and the employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time. The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and for interaction with disruptive and/or unruly individuals.

WORK YEAR: 210 Days

SALARY RANGE: Placement on the administrator’s salary schedule

PAUSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

No portion of this job description shall supersede the Master Agreement between the Palo Alto Management Association and the Palo Alto Unified School District and applicable State or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.