

Santa Maria Bonita School District

**ASSISTANT PRINCIPAL/ JUNIOR HIGH DEAN
JOB DESCRIPTION**

FUNCTION

The Assistant Principal/Junior High Dean will assist the site principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. The Assistant Principal and Junior High Dean will be under the direct supervision of the site Principal.

MAJOR DUTIES AND RESPONSIBILITIES

Will assist the principal in the following areas:

- Monitor student discipline, attendance and academic progress.
- Supervise and evaluate the performance of assigned personnel.
- Promote effective home/school relations
- Implement the curriculum and instructional programs.
- Identify, provide, assign and coordinate professional development opportunities for staff.
- Plan for the most effective use of school facilities
- Promote a positive school environment
- Maintain professional competence through participation in professional development activities.
- Comply with the District policies, philosophy, goals and objectives; and State Education Code.
- Assist School Site Council and Parent Teacher Organizations/Associations.
- Assist with the site leadership team.
- Prepare and monitor site budgets and coordinate purchases and expenditures.
- Assist in the placement and schedule of support staff.
- Utilize district resource personnel and materials in the improvement of the school program.
- Provide a safe environment for students, staff and parents.
- Assist with supervision during the school day and beyond the school day to include athletic activities, extra-curricular activities, extended day programs and other duties as assigned.
- Assist with developing appropriate school plans.
- Perform any other related duties as required or assigned.

MINIMUM QUALIFICATIONS

- Education: Master's Degree
- Credential: Administrative Services credential or Certificate of Eligibility.
- Experience: Five years classroom teaching

CLASSIFICATION

Management: Assistant Principal and Junior High Dean

Workyear: Assistant Principal
Elementary- 208 days
Junior High- 213 days
Junior High Dean- 195 days