

# Napa Valley Unified School District

# Position Description

**Position:** Middle School Assistant Principal  
**Reports to:** Principal

**Classification:** Certificated Management

## Summary

The Middle School Assistant Principal, as an educational leader, is responsible to the Principal. The Assistant Principal supports the Principal in implementing the educational program of the assigned school; including the coordination and integration of the school program with the District goals and objectives. The Assistant Principal must be fair, reasonable and consistent. The Assistant Principal has a supportive role for the safety of the students, teachers, and the school's physical plant, and supports the Principal in improving the teaching competence of the staff and the academic and developmental learning of the students. The Assistant Principal aids in overseeing, expediting, coordinating and improving the education of the children in the school. Areas of responsibility encompass supporting the Principal in counseling and guidance, discipline, school activities, professional development, implementation and supervision of curriculum, testing, public relations, etc. The Assistant Principal will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and do related work as required.

## Distinguishing Career Features

The Assistant Principal a management level position assisting the Principal with operational responsibilities for the assigned school. The Assistant Principal plays a supportive role in planning, evaluating and initiating programs to meet current and future District needs in each identified area. The position requires the ability to modify or adapt systems or programs in order to meet ongoing instructional, technological, and procedural changes. The Assistant Principal has budgetary responsibility within the scope of the position. Features include the ability to sequence and integrate multiple projects and programs, and develop both short and long term goals and metrics for analysis of results. Frequent contact with leadership at school sites, District administration, and outside agencies is required, as well as collaboration with stakeholders in design and implementation of identified goals and objectives.

## Essential Duties and Responsibilities

In the absence of the Principal, the Assistant Principal may be designated to serve in the Principal's place.

### **Specific Areas of Responsibility:**

#### Curriculum Development and Coordination of Instruction

- Assist staff in its formation of goals and objectives;
- Assist staff in the selection of instructional activities, the implementation of pupil personnel services, the development of programs of parental involvement, and the development of programs that make community resources an integral part of instruction;
- Coordinate the student admission program at the school;
  - i. Provide orientation for students and parents; and
  - ii. Articulate information to receiving schools about students and any specific problems.

#### Mechanics of School Operation

- Assumes direct leadership/coordination of grade level "team" staff/program and tasks;
- Assist the Principal in all responsibilities pertaining to the mechanics of school operation;
- Supervise the development and implementation of an advisory program;
- Insure appropriate articulation with elementary schools; and
- Administer the District's transfer policy.

#### Student Activities

- Coordinate the operation and supervision of grade level extra-curricular activities; and
- Coordinate budget and approve expenditures of school student body accounts.

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### **Student Discipline and Morale**

- Assist the Principal with regard to student discipline and morale at the school including the coordinating and directing of the activities necessary to achieve and maintain a positive learning environment;
- Assist in providing restorative practices to students for behaviors where harm has occurred.

### **Personnel Supervision**

- Assist Principal in evaluation of certificated personnel;
- Assist and supervise hall, yard and activity supervision by the faculty.

### **Title IX and Section 504/ADA Coordinator**

- Serves as the school site Title IX and Section 504/ADA Coordinator

The Assistant Principal performs other duties as required to accomplish the objectives of the position.

## **Qualifications**

### **Knowledge and Skills**

The Assistant Principal position requires knowledge of management principles of leadership, including organization, supervision and training. The position requires knowledge of elementary school curriculum, and procedures associated with curriculum development and implementation. Position requires knowledge of ancillary services within the school. The position requires knowledge of principles and procedures associated with Special Education. Knowledge of and ability to make decisions in accordance with the laws, policies, regulations and procedures pertaining to school administration is essential. The position requires knowledge of the student community, culture and current local issues facing families.

### **Abilities**

The position requires the ability to prepare summaries and reports regarding student or course data, program participation, demographics and performance. The position requires the ability to identify potential challenges and conflicts; collect, analyze and present complex data, evaluate alternative solutions; and prepare sound recommendations based on analysis of data. The ability to plan, organize and direct the activities of others toward a predetermined goal and to work effectively with persons at all levels is essential. It is necessary for the Assistant Principal to have the ability to develop collaborative relationships with site administrators, colleagues, teachers, parents and community organizations and to inspire individual and collective potential. Maintain continual instructional improvement through effective collaboration. Ability to apply technologically appropriate applications of instructional practices and procedures is required. The position requires the ability to manage conflict and transition; and ability to identify and determine the basic nature of student problems and needs, and provide assistance. The ability to effectively communicate in Spanish is highly desirable.

### **Physical Abilities**

Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work, auditory ability to carry on conversations in person with large audiences, one-on-one, and over the phone; capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

### **Education and Experience**

- California credential authorizing instruction at appropriate level and California credential authorizing administrative service at appropriate level;
- Sufficient education to meet credential requirements;
- Minimum of three (5) years successful teaching experience; and
- Ability to read, write, and speak Spanish is highly desirable.

### **Licenses and Certificates**

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Requires a valid driver's license

**Working Conditions**

Work includes duties in both office and school site environments.