

IMPERIAL UNIFIED SCHOOL DISTRICT

ASSISTANT PRINCIPAL

Brief Description of Position:

Is responsible to the principal for the implementation of student activities, discipline, attendance, behavior, campus climate, and community relations.

Major Duties and Responsibilities:

1. Plans, organizes and implements programs and services for discipline that will result in student behavior conducive to each student's maximum educational development.
2. Plans, organizes and implements a student attendance program that will result in maximum student attendance.
3. Investigates, recommends and processes student expulsions and reinstatements, working in conjunction with the school counselor and security supervisor. Prepares and presents cases for expulsion and acts as advocate for the school before the board of trustees.
4. Investigates and implements district policy in emergency situations (child abuse, suicide threats, battered students, sex offenses, pregnancies, narcotics, and assaults) which occur or are discovered in the school setting, acting upon the request of the school principal, the counselor, or the security supervisor, legal authorities, medical doctors, and others.
5. Investigates attendance problems and initiates truancy action or other corrective procedures such as the S.A.R.B., as appropriate, working with the counselor, security supervisor, parents, district office personnel, and local law enforcement agencies. Acts as the school liaison to the District S.A.R.B.
6. Collaborates with the school counselor, security supervisor, parents, law enforcement, mental health and family service agencies in cooperatively attempting to remedy problems involving students.
7. Prepares and presents cases for involuntary transfer to Imperial Avenue Holbrook School and acts as school advocate before Administrative Panel when transfers are appealed.
8. Assures uniform application of attendance policies and procedures such as verification of absences and tardiness and compiles data for all attendance accounting reports.
9. Disseminates information concerning maintenance of acceptable standards of student behavior to students, faculty and community.
10. Maintains close working relationships with personnel of district, county, and other service agencies and makes appropriate referrals to them.
11. Implements procedures for the enforcement of district and school standards of student behavior of students, faculty and community.
12. Directly supervises the safety and security of the students, buildings and grounds before school, after school and during lunch periods.

Other Duties and Responsibilities:

1. Is directly responsible to the principal.
2. Represents the principal in usual matters of pupil discipline and campus control.
3. Cooperates with teachers in handing discipline cases referred by teacher.
4. Arranges joint conferences with parents/teachers, as necessary in compliance with state law.
5. Confers with parents of students subject to impending disciplinary action.
6. Attends school athletic events, dances and other major activities as assigned.
7. Acts as liaison with the community in the interest of the students.
8. Compiles data for all required crime and vandalism reports.
9. Supervises and evaluates assigned personnel.
10. Assists in preparing and revising the student handbook.
11. Assists in the supervision of student activities and ASB programs.
12. Assists in the development of the master class schedule.
13. Assists in providing training for site personnel.
14. Attends all regular school board meetings.
15. Performs other duties as assigned by the principal.

Qualifications:

Valid California Administrative Credential; Standard Teaching Services Credential; Classroom teaching experience is desirable.

APPROVED: 7/27/06