



## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**TITLE:** ASSISTANT PRINCIPAL ON SPECIAL ASSIGNMENT, HIGH SCHOOL

**WORK YEAR:** 215 Days

**NON-WORK:** 32 Days

**REPORTS TO:** Director of Secondary Instruction

### **BASIC FUNCTION:**

Under the direction of the Director of Secondary Instruction, assist with the overall functions and organization of the district's dual enrollment and summer school programs. Other assigned duties include guidance, curriculum, instruction, budgeting, and data processing.

### **REPRESENTATIVE DUTIES:**

- Assist in the coordination, implementation, and monitoring of the District's Dual Enrollment Programs
- Organize, coordinate, and oversee the district's summer school programs
- Maintain current knowledge of major education issues, including adult and alternative education
- Participate in curriculum implementation
- Work with sites to assist in the development and monitoring of the master schedule
- Data processing and student records
- Organize and administer guidance programs and supervise counselors
- Coordinate attendance procedures
- Assist in staff evaluation; supervise clerical personnel; recommend promotion as appropriate
- Serve as liaison with Child Welfare Attendance, probation and law enforcement agencies
- Assist in staff development and program implementation.
- Assist in coordination and supervision of programs for special needs students.
- Coordinate District, state, and national testing programs
- Assist in hiring staff and determining departmental staffing relocations; assist in staff evaluation and supervision of instruction.
- Assist in staff development and monitoring of school budgets and inventory. Serve as liaison with District departments, all school sites, alternative education, probation, and law enforcement agencies.
- Perform Evening duties
- Assist in school opening and closing activities
- Perform other related functions as assigned

Assist. Prin. On Special Assignment, HS

10/1/18

## **EDUCATION, LICENSES AND EXPERIENCE:**

- Valid California Administrative Services Credential
- Master's Degree
- A minimum of five (5) years of experience as a classroom teacher with increasing responsibilities at the site level
- Must possess a valid driver's license

## **WORKING CONDITIONS:**

### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

### **Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

### **Environment:**

- Indoor – frequently
- Outdoor – occasionally

Ability to work at a desk and in meetings of various configuration