



# RUSD

**RIVERSIDE UNIFIED  
SCHOOL DISTRICT**

**CLASS TITLE:** ASSISTANT PRINCIPAL, VIRTUAL SCHOOL

**WORK YEAR:** 215 Days

**REPORTS TO:** Virtual High School Principal

**PRIMARY FUNCTION:**

Under the direction of the High School Principal, assist with the overall functions of the school including guidance, curriculum, instruction, budgeting, student behavior, student activities, plant management, attendance, summer school, promotion and/or graduation, and data processing.

**EDUCATION AND EXPERIENCE:**

- Valid California Teaching Credential with English Learner Certification
- Valid California Administrative Services Credential
- Master's Degree preferred
- Minimum five years successful teaching and/or administrative experience working with a diverse socio-economic and multi-ethnic school population
- Must possess a valid driver's license
- Bilingual preferred

**ASSIGNED RESPONSIBILITIES:**

- Serve as the Principal in the absence of the Principal.
- Assist in curriculum development, implementation, and assessment.
- Develop and implement the master schedule.
- Organize and administer guidance programs and supervise counselors.
- Assist in staff development and program implementation.
- Assist in coordination and supervision of programs for special needs students.
- Support the school site's mission and vision as well as district goal priorities.
- Coordinate District, state, and national testing programs.
- Assist in developing a positive school culture and climate.
- Assist in hiring staff and determining departmental staffing relocations; assist in staff evaluation and supervision of instruction.
- Supervision of afterschool activities.
- Coordinate attendance procedures.
- Assist in staff development and monitoring of school budgets and inventory.
- Maintain current knowledge of major education issues, including adult and alternative education.
- Home visits to support student success.
- Support teachers with the instructional program and effective instructional strategies that increase student achievement and includes strategies for English Learners.
- Monitor student behavior, campus supervision, and supervision of student activities and events.
- Supervise plant maintenance.

- Monitor student body funds and fund raising activities.
- Oversee data processing and student records functions.
- Organize graduation ceremonies.
- Maintain a school calendar.
- Organize and supervise summer school.
- Attend IEP meetings and support special education teachers in the IEP process
- Serve as liaison with District departments, alternative education, probation, and law enforcement agencies.
- Strong technology skills
- Act as the technology liaison for teachers and administrative staff
- Perform evening duty.
- Perform other related functions as assigned.

## **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

### **Knowledge of:**

- Comprehensive organization, activities, goals and objectives for secondary schools.
- School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration (including Collective Bargaining Agreement), supervision and training.
- District procedures and regulations.
- Current instructional standards, curriculum and instructional delivery, standardized assessment and accountability requirements.

## **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 configurations.