

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

PROGRAM MANAGER/ASSISTANT PRINCIPAL

PRIMARY FUNCTION: Assumes various administrative and technical leadership responsibilities essential to the successful administration of related school operations, activities, and programs.

DIRECTLY RESPONSIBLE TO: Site Principal and/or Educational Services Assistant Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:

Provides instructional leadership to the project staff and assists in determining school needs as the basis for developing long and short range project plans.

Assists in the development and involvement of parents in school parent advisory committees.

Coordinates the planning, development, implementation and evaluation of the consolidated projects in accordance with federal and state guidelines.

Assists in the development and monitoring of categorical program budgets.

Remains up-to-date on all special project funding information and legislation.

Monitors categorical program to meet compliance requirements.

Maintains on-going communication with District Director of Curriculum Instruction and Educational Services to ensure successful implementation of special programs.

Coordinates State district-wide, and project-based testing programs.

Assists in monitoring student progress through Student Study Teams and other accountability programs and processes.

Assists in implementing the District-approved curriculum as adopted by the Board of Trustees.

Assists with the safety, conduct, and general welfare of students.

Counsels students regarding behavioral and educational problems; observes and evaluates student behavior and progress.

Confers with administrators, teachers, parents and other concerned agencies and individuals regarding school, students and activities; assists in advising and coordinating activities of parent advisory groups.

Assists with the supervision and evaluation of classified and certificated staff.

Assists in presenting or coordinating in-service training, workshops, and meetings for certificated and classified employees.

Other related duties as assigned.

AREAS OF AUTHORITY:

The Programs Manager/Assistant Principal shall have the authority to:

- A. Act as Principal in the absence of the Principal when necessary.
- B. Carry out those responsibilities delegated by the Principal and Board Policy.
- C. Use discretion in all matters not covered by Board Policy reporting all his/her actions to the Principal and the District Office at the earliest time.

MINIMUM QUALIFICATIONS:

Valid California Administrative Services Credential authorizing K-6 service.

Credential requirements to be supplemented by five years teaching experience, with at least three served as a classroom teacher.

Bilingual/Biliterate in Spanish and English highly desired.

Must possess an ability to communicate well and to apply leadership skills within a shared decision-making model.

Must exhibit sound educational philosophy and instructional competence.

Must possess an ability to evaluate the instructional process and contribute to high level academic requirements using sound research and educational principles.

Must have a strong background in computer technology and standards-based teaching and learning.

Must have knowledge of and prior application or experience in improving academic achievement.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl.

While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs.

The demands of an extended workday (coverage of building activities and extra-curricular activities, etc.), require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time

THE BOARD OF TRUSTEES DESIGNATES THIS POSITION AS MANAGEMENT

Work Year of 206 Days

Adopted: 6/25/85

Revised: 6/86; 8/91; 7/92; 9/93; 2/94; 11/94; 12/11