

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Assistant Principal, PK-12

Under the direction of the principal, guides and directs the educational program and general administration of the school.

Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Works under the direction of the principal
4. Evaluates teacher performance through classroom visitation, coaching and teacher evaluation guidelines
5. Demonstrates excellent professional judgment along with knowledge and competence in the operation of the school program including curriculum and instruction
6. Works collaboratively with parents, community and district staff
7. Uses data to evaluate and monitor the effectiveness of the instructional program
8. Involves and seeks input and critical feedback from people of diverse backgrounds and opinions
9. Establishes and maintains positive relationships and open communication with colleagues, staff, parents and communities whose beliefs may be different or contradictory from one's own
10. Provides educational leadership in the development of curriculum, professional development, and improvement of instruction
11. Assists in selection and assignment of teachers
12. Assists in the development of the master schedule and registration
13. Serves as coordinator between law enforcement agencies and the school
14. Plans for graduation services and other school related activities
15. Coordinates special supervisory tasks unique to the school and helps enforce district policies in the general operation of the school program by accepting a reasonable share of responsibility
16. Assumes responsibility for student discipline; holds conferences; confers with counselors, parents, and teachers in psychological referrals and school transfers
17. Establishes procedures for effective supervision of school events and campus supervision
18. Coordinates fire, disaster, and civil defense drills in cooperation with the appropriate agencies
19. Assists in the enforcement of school attendance laws and implements proper attendance monitoring
20. Shares in the development of the master schedule and assists in the operation of the schedule
21. Performs other duties as assigned