



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

Assistant Principal -- Elementary School

Description

Serves as an assistant principal as designated by the Superintendent, performs administrative duties in the absence of the principal, assists principal in curriculum planning, staff development activities, and public relations with parents. Responsible for the operation of school and its personnel in the absence of the principal.

Major Duties and Responsibilities

This person shall be directly responsible to the principal.

Supervision and operation of the school in the absence of the principal.

Assist principal in the development of a long-range curriculum plan for the school.

Assist principal in providing advice, consultation, and assistance to the professional staff in the development and execution of effective instructional methods and programs.

Assist principal in coordination of special education programs in the school.

Assist principal in planning, administration, and controlling school budget including any specially funded programs.

Assist principal in keeping current new innovative methods in the field of education, including new programs, materials, methods and equipment.

Assist principal in providing relevant in-services for certificated personnel, classified personnel, and parent volunteers.

Articulates with the school principal on all school curriculum and personnel matters.

Assist principal in following the necessary steps in case of pupil injury or illness to contact parents, render first aid, and contact a doctor if the situation warrants.

Supports the district's program and its policies and works for their improvement.

Assumes additional duties of administering district programs assigned by the superintendent.

Honors and respects privileged communication.

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Supervision Exercised or Received

Under the immediate supervision of the principal as assigned by the Superintendent. Supervises personnel assigned to the school. Provides general supervision to district staff personnel working at the site.

Minimum Qualifications

A valid credential qualifying the candidate for the position of school principal or currently enrolled in a program leading to an administrative credential.

A valid elementary teaching credential.

Master's Degree and advanced study in the field of elementary education, including the areas of administration, supervision, and curriculum development.

Five years experience in public schools of which not less than four years have been successful classroom teaching experience.

Desirable Qualifications

Knowledge of and commitment to contemporary management techniques.

Knowledge of elementary curriculum including highly developed competencies in at least one content area.

Ability to provide dynamic instructional leadership and to maintain effective channels of communication within the school and between the school and the community.

Ability to function as an effective member of the management team.

A well developed personal philosophy of education.

Understands child growth and development.

Knowledge of learning theory and the ability to assist teachers in its application.

Ability to plan, organize, coordinate, manage, and evaluate programs within the school.

Ability to represent the school with responsible, mature judgment, tact, and decisiveness.

Ability to effect positive change in staff and programs.

Meets district standards for physical and mental health.