

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014  
Salary Schedule: 253; Row 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

### **JOB TITLE: ASSISTANT PRINCIPAL – MIDDLE SCHOOL**

**JOB PURPOSE STATEMENT:** Under the direction of the principal, responsible for the organization and supervision of student discipline and other duties as assigned by the principal.

### **JOB FUNCTIONS:**

- Supervise and maintain student discipline and take appropriate action as required.
- Interpret and implement Board Policy and applicable state laws and support teachers with appropriate disciplinary action when required.
- Assist the principal in all matters as requested.
- Supervise the safety and welfare of students on campus as directed by the principal.
- Work closely with counselors, teachers, parents, and concerned agencies toward the welfare of our students and school discipline conducive to learning.
- Supervise and coordinate extra-curricular activities.
- Supervise and evaluate campus supervisors.
- Attend and assist in supervision of extra-curricular activities.
- Attend professional workshops, conferences, and/or college classes to update training.
- Conduct new teacher in-service training and assist new teachers in professional growth, as required.
- Assist principal in evaluation and professional growth of teachers as assigned.
- Conduct orientation of students at beginning of school year.
- Supervise and evaluate campus supervisors, noon supervisors and other classified staff as assigned.
- Assist in supervision and evaluation of teachers as assigned by the principal.
- Organize and maintain record keeping system for student accountability, identification of student special needs, i.e., English Language Learners, Educationally Disadvantage
- Youth, etc., control inventory and other necessary program documentation.
- Work with parent groups and attend parent group meetings.

JOB TITLE: ASSISTANT PRINCIPAL – MIDDLE SCHOOL

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JOB FUNCTIONS - continued

- Establishes and maintains effective working relationships with staff, students, parents, and community members.
- Performs other duties as assigned.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree

Experience Required:

- Minimum of five years teaching experience.
- Experience may include teaching, counseling, librarian, and psychologist; however, some teaching experience is preferred.

Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License Criminal
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position