

## PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 21, 2014

Revised: February 20, 2019

Salary Schedule: 252; Row 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

### **JOB TITLE: ASSISTANT PRINCIPAL - ALTERNATIVE EDUCATION**

**JOB PURPOSE STATEMENT:** Under the direction of the principal to assist in the educational program of the school within the framework of district policy, be responsible for the organization and supervision of student discipline, and to assist the principal whenever necessary in all facets of administration.

### **JOB FUNCTIONS:**

- To assist in the supervision and maintenance of the school plant
- To supervise and maintain student discipline and take appropriate action as required
- To maintain good rapport with the community, parents, staff, and various legal agencies
- To supervise the safety and welfare of students on campus
- To work closely with counselors, teachers, parents and concerned agencies toward the welfare of students
- To supervise and coordinate extra-curricular activities
- To supervise and evaluate staff as assigned
- To attend and assist in the supervision of extra-curricular activities
- To attend professional workshops, conferences
- To interpret and implement Board Policy and applicable state laws
- To maintain an awareness of potential problems and take appropriate action to avoid or correct the problem
- To assist the principal in all matters as requested
- Establishes and maintains effective working relationships with staff, students, parents and community members.

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### JOB FUNCTIONS (continued):

- 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:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Two (2) or more years of site leadership experience, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated understanding in personnel supervision, budget development, facilities management, and community relations
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#### 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 Justice Fingerprint Clearance

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EMPLOYMENT STATUS:

- Certificated Management Position