

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: May 21, 2014
Salary Schedule: 252; Row 1

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 - 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.
- Performs other duties as assigned

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office

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PHYSICAL ABILITIES - continued

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 Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position