



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Elementary Assistant Principal

Established date: 2/16/2016

GENERAL PURPOSE

Under the direction of the Elementary School Principal, provide administrative support to the Principal to assure the smooth and efficient daily operations of the school; serve as Principal in the absence of the Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Establish schoolwide goals and objectives and processes.
2. Support and guide site in the implementation of district and schoolwide initiatives, priorities and programs.
3. Assist with student discipline issues and partner with parents and teachers to support students who struggle with behavior issues through behavior plans and other support mechanisms.
4. Serve as a liaison with community, parents, and faculty members.
5. Participate in committees and other forums to help research, develop, implement and articulate districtwide and schoolwide decisions.
6. Serve as an academic intervention support to help improve the success of underperforming students.
7. Supervise student activities during the school day and extra- curricular activities before and after regular school hours, such as assemblies, field trips, etc.
8. Evaluate classified and certificated staff and faculty following the procedures and timelines issued by the bargaining agreements.
9. Serve as an instructional leader by modeling, coaching and sharing best practices in differentiated instruction and effective delivery of instruction to diverse student populations.
10. Inspire and motivate teachers and staff members.
11. Serve as a facilitator in school safety procedures, policies, and practices of drills.
12. Perform and complete projects assigned by the Principal.
13. Complete reports and paperwork/ documents accurately and timely.

MINIMUM QUALIFICATIONS

Knowledge of and Ability to:

1. Multi-task and follow through with assigned projects, assignments with adherence to timelines
2. Effective oral and written communication skills, including correct grammar, punctuation, and vocabulary
3. Public speaking – presentation skills for various audiences to serve different purposes
4. Current instructional best practices in differentiation, implementation of technology in the classroom, etc
5. Current California Education Code, Board policies, and other applicable legal mandates

6. Effective interpersonal skills, adept at team building, ability to build capacity in individuals
7. Set attainable, appropriate personal and professional goals
8. Implement district initiatives and priorities
9. Work independently with minimal direction
10. Budget preparation and control
11. Principles and practices of administration, evaluation, supervision, and training
12. Maintain confidentiality
13. Appropriate technology skills regarding office/clerical work and integration as a tool in the classroom

Education And Experience:

Graduation from a Bachelor's degree program, a minimum of three years of public school classroom teaching experience, and prior experience in site and/or district level leadership roles.

Licenses And Other Requirements:

Valid Administrative Credential
Applicable Teaching Credential
Valid California drivers' license

WORK ENVIRONMENT

The employee works at an Elementary school site.