

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS SPECIFICATION

MIDDLE SCHOOL ASSISTANT PRINCIPAL

BASIC FUNCTION:

Under the direction of the Middle School Principal, provide administrative assistance to the Principal to assure the smooth and efficient operation of the school; serve as Principal in the absence of the Principal.

REPRESENTATIVE DUTIES:

Establish school-wide goals and objectives and evaluation processes. *E1*

Provide for pupil personnel programs, administrative organization, assignment of personnel, implementation of policies and organizational development. *E2*

Perform pupil personnel objectives such as discipline and control, guidance, student activities, student morale, conflict resolution and scheduling. *E2*

Assure effective instruction in assigned instructional programs. *E1*

Perform needs assessment, establish objectives and evaluate performance. *E3*

Maintain a positive image through community relations, press relations and relations with auxiliary organization specifically affecting the school. *E1*

Assist in the preparation to meet the needs of the position through the acquisition of human skills, technical skills and work habits; attend conferences and seminars; read professional materials. *E3*

Utilize resources effectively including school volunteers, facilities, finances and community agencies.

Contribute to periodic re-evaluation of job description as needed.

Perform and complete projects assigned by the Principal.

Establish and maintain effective and cooperative working relationships with others.

Perform related duties as assigned.

KNOWLEDGE A1\1J) ABILITIES:

Knowledge Of:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Middle School Assistant Principal - Continued
- Operation of a computer terminal and data entry techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Work independently with little direction.
- Applicable sections of the State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Technical aspects of field of specialty.
- Budget preparation and control.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Ability To:

- Communicate effectively both orally and in writing.
- Operate a computer terminal.
- Prepare and deliver oral presentations.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion.
- Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Credential.
- Applicable Teaching Credential.
- Valid California driver's license.

WORKING CONDITIONS:**Environment:**

- Middle school office environment.

Physical Abilities:

- Hearing and speaking to exchange information and make presentations through community relations and press relations.
- Seeing to read and prepare needs assessment and other documentation.
- Sitting for extended periods of time.