



## DEFINITION

Under the general direction of the Intermediate Principal, assists in the administration of an intermediate level school facility and the total school program consistent with District goals and priorities.

## REPRESENTATIVE DUTIES

Supervise and evaluate staff performance in accordance with District guidelines for evaluation and assessment, orient new faculty members to the campus, and provide additional assistance to employees as needed: recommends appropriate action in cases of substandard performance; encourages individual teachers in the development of leadership potential; supervises and evaluates the performance of assigned personnel; may plan, assign and direct work of classified employees.

Carries out supervisory responsibilities in accordance with Board Policy, negotiated agreements and applicable laws: maintains an ongoing record of supervision and evaluates activities for each assigned staff member through the use of observations and conferences.

Administers a program of student behavior management and interacts with students to encourage positive performance: administers and monitors the intervention and at-risk students and programs; provides input and direction related to student instruction based upon assessment data and state standards; participates in student IEP and 504 meetings.

Oversee campus safety, security and facility use: coordinate disaster preparedness for site; assists in developing and implementing school plans and organizational procedures for the health, safety, discipline and conduct of students.

Provide general supervision to students: supervise assigned extracurricular activities, before/after school and night functions; assist in scheduling special events during the school day; oversee fundraising and ASB programs, which includes tracking, deposits, and collection.

## OTHER RESPONSIBILITIES

- Serves as administrative head of the school in the absence of the Intermediate Principal
- Assists with coordinating the development of the master schedule
- Maintains a positive working relationship with parents and community members
- Addresses complaints and resolves problems
- Work in a collaborative setting within the school setting

*Individuals who hold this position may perform additional duties and additional duties may be assigned.*

## KNOWLEDGE OF

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Curriculum, instruction, and pupil service trends, strategies, and techniques
- Student activity, behavior management, and campus supervision methods, procedures, and techniques
- Program and activity audits and evaluation strategies and procedures

- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

#### ABILITY TO

- Effectively plan, organize, and coordinate the management functions and activities of an intermediate school operation
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

#### MINIMUM QUALIFICATIONS

- Five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Training/experience in the use of instructional technology in the classroom setting required
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning.
- Valid California Teaching Credential authorizing service at either the elementary or secondary level
- Valid California Administrative Services Credential
- Valid California Driver's License

#### EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

#### PHYSICAL STANDARDS AND WORKING CONDITIONS

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

#### PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

#### MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

#### WORK ENVIRONMENT

The employee will work in several environments, including the classroom, office, and, on or near student playground equipment. The employee's primary responsibility is working with staff and students in the office, on the campus and in the classroom. There is frequent contact with staff and public and the need to meet multiple demands from several people. The noise level is moderate to noisy.

#### SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

#### PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees