

General Summary or Purpose of Job:

Assists the building principals in the areas of educational leadership. Ensures safety, good attendance, citizenship, and an educational climate where all students can succeed.

Skill Requirements

- Ability to work closely and positively with students, parents and communities of all socioeconomic classes, racial/ethnic groups, and students with special needs in student development, both academic and social; knowledge and sensitivity to diversity issues.
- Considerable skill in improving the climate of a school by increasing student achievement, and preventing disciplinary problems.
- Excellent organizational, and verbal and written communication skills.
- Demonstrated leadership and collaboration skills.

Knowledge Requirements

- Teaching and learning.
- Student behavior modification techniques.
- Conflict resolution.
- Creating a positive school climate.
- Adolescent and child development, learning styles, and motivation.
- Restorative Learning.
- Demonstrated knowledge of technology and school reform.

Essential Duties:

- Maintains a safe and orderly school. Addresses issues of student behavior utilizing the District discipline policy and other available programs in the school or in the community. Communicates with parents or guardians regarding student behavior. Develops necessary interventions by analyzing needs, and by working with staff, including the school resource officer.
- In conjunction with the building principal, works as a member of the leadership team to support the necessary school functions. Communicates regularly with the principal, completes administrative responsibilities, and serves as the building contact in the absence of the principal.