



Yuba City Unified School District

Assistant Principal Job Description

Purpose: The assistant principal serves as a member of the administrative team to develop and implement the total school program.

Reports to: Principal

Supervises: Will supervise as assigned by the principal

Credentials Required: Administrative Credential

Knowledge and Abilities: Demonstrates broad knowledge and leadership. Have abilities to work closely with counseling services, student enrollment, attendance, discipline, psychological and other special services and programs; Supervision and evaluation of certificated and classified personnel.

Duties and Responsibilities:

- **Pre-Class Organization**
The assistant principal assists to implement student orientation and registration activities.
- **Planning the School Program**
The assistant principal assists in the development and establishing of the school goals and objective and the planning of the schools instructional program.
- **Implementing the School Program**
The assistant principal assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.
- **Evaluating and Remediating the School Program**
The assistant principal assists in the evaluation of the school program and of staff and assists to initiate needed improvements.
- **Involving the Staff in Budget Allocations**
The assistant principal involves the staff in setting budget priorities.
- **Keeping Professionally Competent**
The assistant principal acts to upgrade own professional knowledge and skills.
- **Coordinating Budgets and Schedules**
The assistant principal assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.

- **Handling Disciplinary Procedures**
The assistant principal assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.
- **Coordinating and Communicating the Schools Formal Structure**
The assistant principal communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.
- **Coordinating School Services and Resources**
The assistant principal assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.
- **Facilitating Organizational Efficiency**
The assistant principal promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.
- **Assisting In Record Keeping**
The assistant principal assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.

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