

**ASSISTANT PRINCIPAL****Description of Position**

The Assistant Principal is directly responsible for the attendance, discipline, and safety for all students. The Assistant Principal assists the Principal in the areas of instruction, staff supervision, programming, and curriculum.

**Major Duties and Responsibilities**

1. Assumes the duties of the Principal in his/her absence.
2. Shares responsibility for an appropriate educational environment and safe school facilities.
3. Interprets the school and district programs, policies and procedures to students and staff.
4. Assumes responsibility for the general supervision and discipline of students within the school.
5. Assumes responsibility for aiding the Principal in the designing of the master schedule.
6. Visits classrooms and participates in the evaluation of teachers and other staff members.
7. Plans, supervises and directs all student activities and the use of school facilities.
8. Assists in the coordination of the school testing program.
9. Assists the Principal in the selection of staff members.
10. Oversees the Peer Mediation Program on campus.
11. Acts as a resource person to the faculty in instructional matters and classroom management techniques.
12. Coordinates the activities of the counseling office including the placement and programming of students.
13. Implements effective guidance and health services for all students.
14. Assists in the planning of school activities and assumes responsibility for the general supervision and discipline of students and spectators at athletic events and other extra-curricular activities.

**ASSISTANT PRINCIPAL** (continued)

15. Coordinates, with the athletic director, the supervision of the employees and activities of the athletic department.
16. Serves on the District Student Placement Committee and coordinates referrals to the continuation and community schools.
17. Works with parents to promote good relations between home and school.
18. Assumes responsibility for the administration, coordination and supervision of various State and Federal categorical programs including staffing, budget, mandated reviews and representation on school and district committees.
19. Performs other related duties as assigned.
20. Assigns staff members to co-curricular duties.
21. Manages special education caseloads.
22. Manages the Emergency Preparedness Plan.

**Supervision Exercised or Received**

Under the direct supervision of the Principal and assists in the effective overall operations of the school.

**Minimum Qualifications**

1. Credential: Valid California credential authorizing service as an administrator at the secondary school level.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspects of school administration with emphasis on secondary school administration and curriculum development desirable.
3. Experience: Three to five years of successful teaching experience at the secondary level; experience in counseling, curriculum development and secondary administration desirable.

Regulation  
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**NORTHERN HUMBOLDT UNION HIGH SCHOOL DISTRICT**  
McKinleyville, California