

# MUSD

MANTECA UNIFIED SCHOOL DISTRICT

---

P.O. Box 32  
Manteca, CA 95336

2271 West Louise Avenue, Manteca  
(209) 825-3200

---

## Job Description

No. 204.13

### *HIGH SCHOOL ASSISTANT PRINCIPAL*

---

#### **SUMMARY OF POSITION:**

Under the supervision of the High School Principal, organizes, coordinates, and administers assigned programs and activities related to curriculum and instruction at an assigned high school. Serves as immediate supervisor for designated employees.

#### **MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:**

Possession of a valid California Administrative Services Credential.

#### **DESIRABLE EXPERIENCE:**

Three years of classroom teaching at the secondary level and experience in an administrative capacity at the secondary level.

#### **SKILLS AND ABILITIES:**

1. Possesses knowledge of school law administration and applicable sections of the State Education Code and other applicable laws.
2. Works with District and school site personnel, parents, and the general public in a pleasant and cooperative manner.
3. Communicates effectively orally and in writing.
4. Plans, directs, and evaluates the work of others.
5. Maintains professional confidentiality.
6. Maintains a commitment to professional growth and lifelong learning.
7. Possesses competence in the usage of basic computer skills and standard office software applications.
8. Maintains open communication and cooperative relationships, inspires individual and team development, and reviews processes for improvement.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes, coordinates, and participates in programs and activities related to the operation of an assigned high school including the implementation of implementation of District curriculum, assessment, and instructional programs. Enforces applicable state and District codes, policies, and laws.
2. Performs a variety of administrative duties to assist the Principal in managing the school. Assumes the duties of Principal when assigned.
3. Develops and administers disciplinary procedures in accordance with District policies and state laws; receives referrals and confers with students, parents, teachers, and community agencies. Responds to and resolves parent, student and staff complaints.
4. Provides direction to the school's guidance and counseling services, student activities, and student government. Provides a suitable learning environment conducive to the development of student's concept of self and positive attitudes toward learning.
5. Assists with the supervision of the school's maintenance and operations programs.
6. Supervises students on campus including before and after school. Oversees athletic and other student activities as assigned.
7. Establishes, coordinates, and maintains communication with community and parent groups. Develops correspondence to promote school activities and achievements.
8. Participates in the development of the master calendar and schedule for the school.
9. Participates in the development and monitoring of applicable school budgets.
10. Prepares and maintains a variety of District, county, state, and federally mandated records and reports.
11. Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS:**

1. Stand, walk and bend over, kneel, crouch, reach overhead, grasp, push, and pull. Move, lift, and/or carry up to 30 pounds to waist height.
2. Demonstrate normal depth perception.
3. Sitting, standing, or walking for extended periods of time.
4. Dexterity of hands and fingers to operate a computer keyboard or typewriter, operate standard office equipment, and use a telephone.
5. See and read a computer screen and printed matter with or without vision aids.
6. Distinguish colors.
7. Read and understand rules and policies, labels, and instructions.
8. Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
9. Ability to work at a computer terminal for extended periods of time.

**WORK ENVIRONMENT:**

1. Work is performed in indoor and outdoor environments.
2. Exposure to dust, oils, and cleaning chemicals.
3. Some exposure to childhood and other diseases in a school environment.
4. May be required to work outside normal workdays and office hours to meet operational deadlines.
5. May be required to work in emergency situations.

**SPECIAL REQUIREMENTS:**

1. Maintain valid California driver's license.
2. Maintain District-insurable driving record.