

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Assistant-Principal - Elementary	Reports To:	Site Principal
Department:	School Operations	Classification:	Management
FLSA:	Exempt	Work Year	Eleven (12) 195 work days
		Salary:	Schedule P, Range 4

I. DESCRIPTION OF POSITION

Under the general supervision of the elementary school principal, the elementary assistant-principal assists in the administration and supervision of the instructional program, operation of the school plant, staff development, student activities, and community relations.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assists the principal in administering and coordinating the total school program within the district's policies.
- B. Assists in the selection, supervision and performance evaluation of certificated and classified personnel.
- C. Evaluates and makes recommendations for the procurement of materials, supplies and equipment.
- D. Assists in the development, implementation and evaluation of all programs affecting the operational functions of the school.
- E. Assists in the development and implementation of communication systems to articulate school programs to the community and interested groups.
- F. Assists in maintaining a proper school environment for students and employees.
- G. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- H. Represents the principal and fulfills other duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.
- B. Possession and maintenance of a valid California administrative credential authorizing service as an elementary school assistant-principal.
- C. Master's Degree from an accredited institution of higher learning, preferably in elementary education or administration or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Bilingual ability desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Administration of an elementary school.
- B. District organization, operations, policies and objectives.
- C. Current applicable laws, regulations, codes, policies and procedures.
- D. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Interpret, apply and explain rules, regulations, policies and procedures.
- B. Analyze situations accurately and adopt an effective course of action.
- C. Work cooperatively and effectively with counselors, teachers and administrators.
- D. Prepare comprehensive narrative and statistical reports.
- E. Supervise the performance of assigned staff.
- F. Meet schedules and timelines.
- G. Work independently with minimal direction.
- H. Plan and organize work.
- I. Demonstrate effective communication skills both orally and in writing.
- J. Use a computer.

V. WORKING CONDITIONS

Environment:

School site.

Physical abilities:

Hearing and speaking to exchange information and make presentations.

Approved by: _____
Jesse L. Gonzales, Ph.D., Superintendent

Date: _____

on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.