

**Beaumont Unified School District  
JOB DESCRIPTION**

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**TITLE:** Middle School Assistant Principal—Middle School Administration

**CLASSIFICATION:** Certificated

**REPORTS TO:** School Principal

**SALARY SCHEDULE:** 122

**WORK YEAR:** 215 Days

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**GENERAL DESCRIPTION:**

Under the direction of the Principal, the Middle School Assistant Principal serves as an instructional leader in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, climate, assessment, student conduct and attendance, extracurricular programs, school site operations, and the supervision and evaluation of assigned personnel. Organizes, coordinates and administers assigned programs and activities related to student discipline, attendance, curriculum and instruction at a secondary school; assists the Principal with administrative duties involving student conduct, curriculum development and school operations as assigned; supervises and evaluates the performance of assigned staff.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- ~~Serves as a member of the school management team and participates in team meetings; E~~
- Performs a variety of administrative duties to assist the ~~principal~~ Principal and ~~in~~ manages ~~managing~~ the school; assumes the duties of the Principal in their absence ~~of the principal and assistant principal(s) as assigned; E~~
- Develops plans for emergency situations in collaboration with other administrators, staff, and public safety agencies; directs the work of campus supervisors; plans and debriefs emergency drills; updates the school safety plan; E
- Assists in development and administration of school budgets; assures proper allocation of funds for instructional and non-instructional equipment and materials; E
- Provides management of the site to include work orders, custodial/maintenance work, and distribution and control of building keys; E
- Supervises and evaluates the performance of designated certificated and/or classified staff; ~~as assigned by principal~~ assigns duties as appropriate to meet school objectives; assists with recruiting, interviewing, and selection of new staff; aides in development of professional learning and staff development; E
- Provides direction to staff regarding student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement that aligns with District initiatives and professional learning, as appropriate;
- ~~Plans, organizes, coordinates and participates in programs and activities related to a major secondary school function such as instruction or student discipline; E~~
- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities; effectively implements District-approved curriculum; E
- Compiles, analyzes, and interprets assessment data to evaluate and communicate the effectiveness of instructional programs and the development of assessments and assessment processes with District administration;
- Assists in the development, implementation, and evaluation of efforts related to improving student academic achievement and intervention programs that address the needs of at-risk students; helps ensure that the school meets or makes satisfactory progress toward achievement goals; E
- Provides direction to and coordination of the school's guidance and counseling services; assures programs and services meet established objectives and requirements; participates in Individual Educational Plan (IEP) and Educational Monitoring Team (EMT) meetings; acts as liaison to the psychologists and nurses assigned to the school; E

- Organizes, coordinates and develops schedules for assigned schools; analyzes course offerings, makes teaching assignments and changes programs as necessary to accommodate student needs Participates in the development of the master calendar and master schedule of the school; assures calendars and schedules meet state requirements; works with staff to develop and distribute calendar and schedule information to students and families; E
- Supervises and organizes student activities and athletic events; schedules extra-curricular programs and monitors budgets; attends a variety of school events including athletic events, dances, meetings and others Supervises, schedules, and organizes student government, extracurricular activities, student athletic programs, and other competitive or performance programs and events. Supervises activities, including evening activities, as assigned. Publicizes opportunities for student involvement to students and parents, and actively recruits student participants; E
- Coordinates field trips with staff; ensures that related paperwork has been submitted in a timely manner; ensures that transportation and other safety related requirements have been met;
- Directs the preparation Prepares and maintains of a variety of District, county, state, and federal records and reports regarding school operations, activities, students, staff, course descriptions, curriculum requirements and special programs; directs preparation of records and reports by staff; E
- Directs the preparation of records, logs and files related to student discipline, attendance, test scores, cumulative records and school activities;
- Monitors and oversees daily attendance and facilitates program incentives to improve attendance percentage and reduce student absenteeism Monitors and organizes attendance functions; prepares letters and calls parents as needed regarding absent or tardy students; provides leadership for attendance improvement efforts; E
- Attends a variety of workshops, meetings and conferences to develop and enhance administrative skills, remaining current in education research, techniques and legislation; serves on committees and task forces; E
- Develops and administers disciplinary procedures in accordance with District policies; confer with students, parents, teachers and community agencies; assigns students to detention or school service; suspend or recommend expulsion of students as appropriate Relates to students with mutual respect while carrying out a positive and effective disciplinary program; develops and administers disciplinary procedures in accordance with District policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints; serves on discipline or expulsion panels as assigned; E
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines; E
- Attends IEP and other special education meetings;
- Plans, develops, implements and evaluates instructional programs at assigned secondary schools; assures that curricular requirements are properly integrated and coordinated; E
- Maintains effective community relationships; assists in communicating to parents all phases of the school's educational and extracurricular programs; develops correspondence to promote school activities and achievements; E
- Compiles, analyzes and interprets assessment data to evaluate the effectiveness of instructional programs and formation and summation of assessment processes;
- Communicates with State, County and local agency representatives regarding curriculum programs, professional learning and staff development;
- Supervises site operations to assure the safety, maintenance and security of site facilities, students and staff; E
- Assists in the coordination and supervision of safety and emergency drills monthly, including fire and disaster drills;
- Communicates and confers with community agencies and authorities regarding student discipline and attendance; makes referrals to social service and community organizations as appropriate; E

- Serves on educational committees with students, parents, and/or staff in order to continually improve learning experiences for students and to enhance home-school communications; attends parent and other group meetings; provides supervision for afternoon and evening activities; E
- Attends a variety of workshops, meetings, and conferences to develop and enhance administrative skills, remaining current in education research, techniques, legislation, and District's adopted curriculum; serves on committees and task forces; E
- Leads, adheres to, and implements the certificated and classified collective bargaining agreements; E
- ~~Participates in master scheduling with a lens of equity and inclusion in order to meet the needs of all students;~~
- ~~Provides instructional coaching that aligns with District initiatives and professional learning;~~
- Performs job assignment safely for the purpose of protecting people and property; E
- ~~High tolerance for ongoing stressful situations; E~~
- Performs related duties as assigned.

E = Essential functions

## **JOB REQUIREMENTS/ QUALIFICATIONS:**

### **Credentials and Education:**

- Bilingual in Spanish preferred;
- ~~Doctorate in educationally related field preferred;~~
- Master's degree from an accredited university;
- Valid Administrative Services Credential, Certificate of Eligibility or Intern Eligible Letter;
- Clear California Teaching and/or Pupil Personnel Services (PPS) Credential for K-12 settings.

### **Experience:**

- Five (5) years of classroom teaching and/or counseling experience, preferably in a middle school setting;
- Two (2) years of leadership experience at the secondary level, preferably in a middle school setting.

### **Licenses, Certifications, and Testing:**

- Pass a pre-employment physical and drug test;
- A current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California Driver License during the course of employment and be insurable by the District's liability insurance carrier.

### **Knowledge and skills of:**

- Principles, methods, and strategies of public education;
- Principles and techniques of administration, supervision, and training;
- Fiscal and legal aspects of school administration;
- Procedures and techniques pertaining to the management of secondary school operations, curriculum, design, and successful implementation of learning goals;
- Behavior management and campus supervision procedures;
- Conflict resolution and mediation strategies;
- Student and assessment databases;
- Rules, regulations, policies, and procedures related to public education; state and federal laws;
- Standard office equipment and computer applications including Microsoft Office and Google Drive environments, with expertise in Excel, PowerPoint and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.

### **Ability to:**

- Effectively and efficiently plan, organize, and coordinate the management functions and activities of a large middle school;
- Demonstrate strong instructional leadership skills and effectively present and respond to questions from various stakeholders;
- Motivate and support staff in reaching high levels of student academic success;
- Motivate stakeholders to implement District vision, board priorities, and District goals;
- Demonstrate a willingness to learn and remain current on educational research and best practices in instruction, curriculum, climate, and assessment;
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District, and apply them with good judgment in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow complex, multi-step verbal and written instructions in English;
- Learn and support new and fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, ~~and courteous demeanor at all times;~~
- Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.

**PHYSICAL ABILITIES AND WORKING CONDITIONS:**

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 25 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
0-2	3-4	4-5	6-8	N/A
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