

Beaumont Unified School District
JOB DESCRIPTION

TITLE: TK-8 School Assistant **CLASSIFICATION:** Certificated
Principal K-8 ~~Administrator~~ Administration

REPORTS TO: ~~Principal K-8~~ School **SALARY SCHEDULE:** 122
Principal

WORK YEAR: 215 Days

GENERAL DESCRIPTION:

Under the direction of the Principal, the TK-8 School Assistant Principal ~~K-8~~, 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.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in their absence and 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; assigns duties to staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new staff; 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; E
- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities; effectively implements ~~District~~ 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 ~~the Principal~~ 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
- ~~Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned; 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
- 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, 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 teachers; ensures that related paperwork has been submitted in a timely manner; ensures that transportation requirements and other safety related requirements have been met; E
- Prepares and maintains a variety of District, county, state, and federal records and reports; directs preparation of records and reports by staff; E
- Monitors and organizes attendance functions; prepares letters and calls parents as needed regarding absent or tardy students; provides leadership for attendance improvement efforts; 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; E~~
- ~~Supervises and evaluates the performance of designated certificated and/or classified personnel; assigns duties to staff as appropriate to meet school objectives; assists with the recruiting, interviewing, and selection of new staff; E~~
- 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
- Maintains effective community relationships; assists in communicating to parents all phases of the school's educational, extracurricular, and athletic programs; develops correspondence to promote school activities and achievements; -E
- ~~Monitors and organizes attendance functions; prepares letters and calls parents as needed regarding absent or tardy students; provides leadership for attendance improvement efforts; 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 as appropriate; 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 psychologist(s) and nurse(s) assigned to the school; E~~
- ~~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, 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 teachers; ensures that related paperwork has been submitted in a timely manner; ensures that transportation requirements and other safety related requirements have been met; ~~E~~
- Attends parent and other group meetings; provides supervision for afternoon and evening activities; ~~E~~
- Provides management of the site to include work orders, custodial/maintenance work, and distribution and control of building keys; ~~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~~
- Prepares and maintains a variety of district, county, state, and federal records and reports; directs preparation of records and reports by staff; ~~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
- Participates in administrative meetings and trainings to improve~~Attends a variety of workshops, meetings, and conferences to develop and enhance~~ administrative skills; ~~-, remaining~~maintains current knowledge of the~~in~~ education research, techniques, 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
- Performs job assignment safely for the purpose of protecting people and property; E
- Performs other duties as assigned.
E = *Essential Function*

JOB REQUIREMENTS/QUALIFICATIONS:

Credentials and Education:

- Possession of a valid California Teaching Credential;
- Possession of a valid California Administrative Services Credential or the ability to obtain by date of hire;
- Bilingual in Spanish preferred;
- Master's degree from an accredited university ~~is required;~~
- 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 teacher and/or counseling experience ~~required;~~
- ~~Five~~ Two (2) years of site ~~administrative~~ leadership experience at the elementary and/or secondary level, preferably both ~~in both Elementary and Middle School preferred.~~

Licenses, Certifications, and Testing:

- Pass a Pre~~pre~~-employment physical and drug test;
- A Current~~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:

- ~~Effective principles of teaching and learning in all levels of school programs;~~
- 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 elementary and middle 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 platform environments, and with expertise in Excel, Power-Point, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods, and procedures, filing systems, letter, and report writing;
- ~~School law administration and applicable sections of the State Education Code and other applicable laws;~~
- ~~Board and District policies, procedures, and regulations;~~
- ~~Principles and practices of administration, supervision, and training.~~

Skills:

- ~~Strong communication, managerial, and leadership skills;~~
- ~~Excellent communication and interpersonal skills, with the ability to engage and work closely with a wide range of stakeholders;~~
- ~~Planning and managing complex projects;~~
- ~~Use English in both verbal and written form, utilizing correct spelling, grammar, punctuation, and vocabulary;~~
- ~~Interpersonal skills using tact, patience, and courtesy.~~

Ability to:

- ~~Problem solve and think critically;~~
- ~~Operate a computer and assigned office equipment;~~
- ~~Function effectively in a diverse school community;~~
- ~~Demonstrate aptitude or competence for assigned responsibilities;~~
- ~~Follow directions and work as a productive member of a highly functioning administrative team;~~
- ~~Work on site during the hours required;~~
- Effectively and efficiently plan, organize, and coordinate the management functions and activities of a large 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 curriculum, 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 oral-verbal and written instructions in English;
- Learn and support new and ~~fast~~ fast-changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, ~~and courteous demeanor at all times;~~
- ~~Create an environment where children from diverse backgrounds are comfortable and experience success;~~
- ~~Build relationships with families;~~
- ~~Maintain flexibility~~ Be flexible, exhibit integrity, and exercise mature judgment;
- Establish and maintain cooperative relationships ~~Display~~ displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public;
- ~~Model District standards of ethics, confidentiality, and professionalism.~~

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 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations

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

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

		X		
		X		
			X	
			X	
		X		
		X		
X				
	X			
			X	
	X			
X				
			X	
			X	
			X	