

Location	Metropolitan Education District (MetroED) Silicon Valley Career Technical Education (SVCTE) 760 Hillside Avenue, San Jose CA 95136
Reports to	SVCTE Principal
Supervises	Assigned Certificated and Classified staff
Coordinates	Assigned Instructional Programs and Operations
Date Approved	10/14/87
Date(s) Revised	11/10/99, 07/01/03, 11/19/05, 9/11/13
Position Control	#140009, 140013, Salary Schedule 10, Range 22, Work Year 220 days

POSITION DESCRIPTION:

Under the general direction of the Director, the Assistant Principal assists in organizing and administering educational programs, including student services, in the Division assigned area and performs specific duties as assigned within Metropolitan Education District; is responsible for student recruitment, student discipline, registration and attendance systems. The Assistant Principal meets with district counselors; assists teachers with classroom control and behavior; meets with students and parents and provides advice and counseling as appropriate; coordinates school health and emergency preparedness programs and provides staff training and information in these areas. The Assistant Principal implements rules and regulations of district and the State in all matters related to the behavior and/or attendance for students; provides unit support services as needed and evaluates certificated and classified personnel; assists the Director in the development and administration of annual budget; supervises the maintenance of up-to-date recordkeeping, including registration and attendance procedures; participates in District and regional organizations as appropriate.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff, labor relations or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Assists the Director in the overall administration of the school and programs
- Assumes responsibility for coordination and supervision of curricular and support areas, as assigned by the Director (Master Schedule, Attendance, Transportation, Counseling, Facilities, Custodial, and Maintenance). Provides an educational environment which maximizes learning
- Plans, organizes, and implements a school-wide program for the supervision and management of students
- Assists and advises students, parents, and teachers in the resolution of individual student behavioral concerns
- Assists with student activities including fund raising, student assemblies, student clubs, and special programs

Essential Functions (continued):

- Confers with representatives of law enforcement and social welfare agencies in connection with student discipline issues
- Supervises the safety and security of the student, buildings, and grounds
- Communicates program goals to the community
- Represents the program in professional and community groups
- Assists with employee supervision and evaluation
- Plans, coordinates, and administers professional development programs for implementation and evaluation of curriculum; coordinates curriculum activities of the various subject areas
- Assists in monitoring program budgets
- Interprets and administers federal and state laws and District policies
- Works cooperatively with other division personnel staff; attends meetings; participates in District and regional organizations
- Supervises the instructional, curricular, and outreach programs such as field trips, new teachers, etc.
- Assists in the selection of certificated and classified staffs
- Assumes the duties and responsibilities of the Director in his/her absence
- Coordinates year-end activities
- Coordinates and assists with the testing program
- Supervises the coordination of the data processing program at the school level, (registration, scheduling, data collection, etc.)
- Coordinates and supervises school attendance policies and procedures
- Coordinates the preparation of the student handbook, student code of conduct and responsibility handbook
- Coordinates and directs the student welfare program
- Performs all other duties as assigned by the Director

EMPLOYMENT STANDARDS

Knowledge of:

- MetroED Board policies and procedures
- State and District Teaching Standards
- Governmental budget, accounting and other fiscal principles and practices
- Local, state, and federal rules, laws, and practices as it pertains to students and education

Ability to:

- Direct and supervise appropriate staff (classified, administrative and certificated)
- Work cooperatively with public agencies, participating districts and community leaders
- Communicate effectively both orally and in writing
- Plan, organize, assign, evaluate and supervise the work of staff
- Utilizes standard office computer applications
- Develop and present in front of groups
- Convene, prepare and facilitate a variety of meetings
- Function effectively in high-pressure situations
- Use effective interpersonal skills
- Use effective time management skills
- Use effective leadership and management skills
- Interpret financial reports and monitor budgets

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

- Basic math including calculation of fractions, percent's, and/or ratios
- Read technical information
- Compose a variety of documents
- Facilitate group discussions
- Understand complex multiple-step instructions
- Thorough working knowledge of organization, supervision and management practices, techniques, and principles
- Current theories, practices, and techniques in human resources and education programs
- Laws and regulations related to Career Technical Education and youth development programs
- Staff development and organizational development skills;
- Behavior management strategies

Experience:

- Three (3) years of full-time certificated experience at the secondary or adult school level, depending on assignment
- Experience working with diverse community groups, exhibiting leadership, and organizing tasks, time and people; evidenced decision-making ability.

Education and Credentials:

- Must possess or be eligible for the California Administrative Services Credential
- CTE Supervision and Coordination Credential or credential authorizing administrative service in Adult Education, depending on program assignment
- Bachelor's degree. Master's degree preferred

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature