

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Assistant Principal, Middle School	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	0128	WORK YEAR:	210.5 Days
DEPARTMENT:	School Site	SALARY:	Range 27 Salary Schedule B
REPORTS TO:	Principal	BOARD APPROVAL:	07-29-04
		BOARD REVISION:	

BASIC FUNCTION:

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at a middle school or school of comparable size and complexity; assist the Principal with administrative duties involving student conduct, curriculum development, and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

STATEMENT OF ACCOUNTABILITY:

Student achievement is a shared responsibility involving the student, family, educators, and the community. The Assistant Principal's leadership is essential. As a leader the Assistant Principal, in collaboration and under the supervision of the Principal, is accountable for the continuous growth of students and increased academic performance as measured over time by state standards and locally determined indicators. The Assistant Principal will have opportunities, under the Principal's direction, to develop leadership skills and knowledge.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, coordinate, and participate in programs and activities related to the operation of a middle school, or school of comparable size and complexity, including instruction, student discipline, and Special Education programs; enforce applicable state and district codes, policies, and laws; administer district and school site discipline policies and safety programs. **E**

Perform a variety of administrative duties to assist the Principal in managing the middle school; assume the duties of the Principal as assigned. **E**

Board and district policies, procedures, and regulations.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.