



# RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

## HIGH SCHOOL ASSISTANT PRINCIPAL

### DEFINITION:

Under the Principal's direction, to assist in the administration of a senior high school facility; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, counseling and guidance, site safety and security, and extra-curricular activity programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

### ESSENTIAL DUTIES:

- Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, that includes curriculum development, program and activity development, design and delivery processes, and the development of implementation strategies.
- Performs need assessments, feasibility planning, and a variety of other research and development functions and activities.
- Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management and instruction problems, and in the determination of alternative problem solutions.
- Plans, organizes, implements, evaluates, and revises, as necessary, the student instruction master schedule.
- Reviews, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure an effective and efficient operational mode.
- Plans, organizes, and coordinates the campus supervision, activities, and student supervision and control programs.
- Assists in the planning, organization, and coordination of an instructional support program, including pupil services and assessment, instructional materials development, storage, and retrieval systems, and a variety of other related activities.
- Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities.
- Serves as a liaison to public safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
- Assists in the site budget planning and expenditure control process.
- Reviews, audits, and evaluates instructional and non-instructional personnel performance.
- Assists in the planning, development, and organization of District and site advisory committees and groups.
- Works closely with the athletic director regarding student eligibility, coaching assignments and CIF matters.
- Assists in development and implementation of staff motivational strategies, and professional growth functions and activities.
- Serves as the liaison to the department chairpersons.
- Performs other duties as assigned by the Principal.

### KNOWLEDGE AND ABILITIES:

Analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events.

### EDUCATION AND EXPERIENCE:

#### EDUCATION:

- Possession of or be eligible for a Master's degree from an accredited university.
- Possession of a valid California Credential.
- Possession of or be eligible for a California K-12 Administrative Credential.
- Possession of an EL authorization or equivalent.

#### EXPERIENCE:

- Five (5) years of outstanding certificated experience.

- Have a proven ability to perform at a high level of competence in positions of leadership and responsibility.
- Applicants must meet the minimum qualifications and provide all necessary materials on-line prior to the stated deadline in order to qualify as a candidate.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Fingerprints on file as required by State law
- TB Skin Test as required by State law

**PHYSICAL DEMANDS:**

Moderate – lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

**Physical class:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	No
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Constantly	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Occasionally, must be literate		

*\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.*

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

**Frequent motion:**

Twisting:	No
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly	Ability to talk:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to smell:	Constantly		

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls	Humidity:	Occasionally
Odor:	Yes, smoke	Fluorescent lights:	Yes
Noise:	Yes	Moisture:	May work in rain
Working Inside:	95% of the day	Working outside:	5% of the day
Floor may be slippery at times:	Tiled areas		
Working in close quarters with others:	Yes, all the time		

**This job requires:**

Alertness: Constantly

Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly

Ability to work in temperatures down to 30 degrees and up to 105 degrees.

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Able to work overtime as needed:	Every day
Dealing with angry teachers, students & parents:	Yes, weekly

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

**Revision Date: 4/2021**

**AN EQUAL OPPORTUNITY EMPLOYER  
RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**