



RIALTO UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT

VIRTUAL ACADEMY ASSISTANT PRINCIPAL

DEFINITION:

To serve under the Alternative Education Principal to assist with the overall functions of the virtual academy; to plan, develop, organize, coordinate, and supervise student attendance, behavior management, counseling/guidance, site safety and security, summer school, promotion and/or graduation, 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:

- Assumes the role of the Principal in their absence.
- Provides leadership in curriculum, discipline, and student activities.
- Assists the Principal and the staff in determining.
- 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.
- Support teachers with the instructional program and effective instructional strategies that increase student achievement and includes strategies for English Learners and students with special needs.
- 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.
- Plan, organize and implement a school-wide safety plan compliant with district, state and federal guidelines for the supervision and safety of students.
- Plans, organizes, implements, evaluates, and revises, as necessary, the student instruction master schedule.
- Serves as a liaison to public safety and youth service agencies in resolving student management and control problems and student attendance and welfare concerns.
- Attend IEP meetings and support special education teachers in the IEP process.
- Assists in the site budget planning and expenditure control process.
- Works closely with staff to ensure up to date compliance with state requirements and management of the Student Information System.
- Evaluates members of the certificated and classified staff.
- Assists in the planning, development, and organization of District and site advisory committees and parent groups.
- Assists in development and implementation of staff motivational strategies, and professional growth functions and activities.
- Possesses leadership qualities, vision, and energy necessary to continue and improve site level programs.
- Demonstrates the ability to respond to the needs of a multi-ethnic/multi-lingual parent and student community.
- Performs other duties as assigned by the Principal.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of principles, methods, strategies, goals, and objectives of public education; philosophical, educational, fiscal, and legal aspects of public education; procedures, methods, techniques, and strategies pertaining to the administration of a continuation high school operation; curriculum, instruction, and pupil service trends, strategies, and techniques; student activity, behavior management, and campus supervision and control methods, procedures, and techniques; program and activity audit and evaluation strategies and procedures; methods, procedures, and strategies in the supervision of instructional and a variety of student body related activities and programs.

ABILITY TO:

Effectively plan, organize, and coordinate the management functions and activities of a continuation high school operation; demonstrate a positive instructional leadership model; effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls; establish and maintain effective organizational, public, and community relationships.

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Five (5) years of outstanding certificated experience.
- Proven ability to perform at a high level of competence in positions of leadership and responsibility.

EDUCATION:

- Master’s degree from an accredited college/university.
- Valid California Credential.
- Possession of or be eligible for a California K-12 Administrative Credential
- Possession of an English Learners authorization or willing to complete the certificate within two years of employment.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

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

PHYSICAL DEMANDS:

Physical class:

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

Work area requirements:

Ability to traverse campuses 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.

Physical requirements: The time requirements listed are considering this wording and meaning:

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

Standing:	Occasionally	Carrying:	Frequently	Walking:	Frequently
Fingering:	Frequently	Stooping:	Occasionally	Handling:	Frequently
Kneeling:	Occasionally	Bending:	Frequently	Push/Pull:	Occasionally
Sitting:	Occasionally	Lifting:	Frequently	Grasping:	Frequently
*Driving:	Occasionally	Reaching:	Frequently	Keyboarding:	Frequently, 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.***

Frequent motion:

Keyboarding:	Occasionally	Elbow flexion/extension:	Frequently
Twisting:	Frequently	Forward shoulder/neck flexion:	Frequently
Wrist flexion:	Frequently	Reaching below shoulder level:	Frequently
Reaching above shoulder level:	Occasionally	Reaching to shoulder level:	Occasionally

Sensory requirements:

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

Must be able to deal with these environmental considerations:

Heat:	Yes	Odor:	Yes	Working inside:	95% of day
Noise:	Yes	Humidity:	Yes	Working outside:	5% of the day
Moisture:	Yes	Fluorescent lights:	Yes		
Working in close quarters with others:	Yes			Floor may be slippery at times:	Yes

This job requires:

Alertness:	Constantly	Attention to detail:	Constantly
Recall of names and dates:	Yes	The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

Ability to deal with psychological factors:

Team work: Yes
Frustration: Medium
Flexible: Yes
Able to work overtime as needed: Yes

Repetitive Tasks: Yes - High
Level of responsibility: High
Must keep up with schedule: High
Dealing with angry teachers, students and parents: Medium

Physiological factors:

Have a high level of consciousness: Yes
Orientation to time, place or person: Yes
Ability to read at a 12th grade level: Yes

Ability to comprehend and follow directions: Yes
Able to keep up a high activity level during the shift: Yes

Revision Date: 07/2023

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