

**GRIZZLY CHALLENGE CHARTER SCHOOL
POSITION DESCRIPTION**

TITLE:	Assistant Principal	DATE APPROVED:	February 2015
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ASSISTANT PRINCIPAL

BASIC FUNCTION:

Under the direction of the school Director and/or Principal, assist in directing the instructional operations, activities and programs of the Grizzly Challenge Charter School. Assist in coordinating and directing communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet LEA needs and assure smooth and efficient school activities. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in planning, organizing, and monitoring the instructional operations, activities and programs of Grizzly Challenge Charter School. Assist in maintaining related time lines and priorities. Assist in monitoring the day-to-day activities. Assist in assuring activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Assist in coordinating and directing communications, personnel, information, curriculum implementation, and student discipline and assessment functions. Support Principal in the development and implementation of school programs, projects, services, plans, strategies, goals and objectives.

Supervise and evaluate the performance of assigned personnel. Assist in selection process for new employees and recommendations for transfers, reassignment, termination and disciplinary actions. Coordinate subordinate work assignments and schedules, and review work to ensure compliance with established standards, requirements and procedures. Ensure employee understanding of established requirements.

Assist in coordinating communications and information between teachers, administrators, staff, National Guard, parents, law enforcement agencies, outside organizations and the public to meet the needs of students and ensure smooth and efficient school operations and activities. Receive, evaluate and resolve student, National Guard, parental, and staff issues, conflicts and complaints.

Implement instructional programs and activities to ensure compliance with established curriculum requirements. Assist in directing activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards and instructional strategies.

Direct and participate in activities related to the discipline of students according to established policies, requirements and procedures. Attend conferences, meetings, and other events related to student discipline, and implement or provide recommendations concerning disciplinary actions.

Assist in monitoring and evaluating school programs, policies and procedures for educational effectiveness and operational efficiency. Assist in developing, implementing and modifying programs, policies and procedures to enhance the educational effectiveness and operational efficiency of school operations and activities.

Coordinate and conduct enrollment and orientation sessions for new students. Ensure student understanding of school standards, requirements, practices, policies and procedures. Serve as a liaison with the National Guard in reviewing student application files, communicating school and student issues, participating in Grizzly Youth Academy discipline process.

Assist in assuring adequate instructional facilities and resources to meet student needs. Arrange for facilities maintenance and repairs.

Under direction of School Director/Principal, prepare and maintain records and reports related to students, attendance, plans, programs, discipline and activities. Assist in directing the preparation of notices, handbooks and other informational materials.

At the direction of the Director/Principal, communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns. Refer students and families to community resources and other outside agencies as appropriate.

Operate office equipment including a computer and software. Drive a vehicle to conduct work.

Attend and conduct meetings. Coordinate, arrange and attend National Guard parent-teacher conferences and ensure resolution of related issues and conflicts. Attend and participate in boards, committees and commissions as directed by the Director/Principal.

OTHER DUTIES;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the instructional operations, activities and programs of Grizzly Challenge Charter School.

Applicable sections of the State Education Code.

Curriculum standards, interpretation and application in Grizzly Challenge Charter School programs.

Local, State and federal standards and requirements governing Charter Schools.

Grizzly Challenge Charter School policies and procedures concerning student discipline.

Instructional strategies related to Grizzly Challenge Charter School.

Comprehensive organization, activities, goals and objectives of school programs.

Principles, practices and procedures involved in the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals and objectives.

Problems and concerns of students with special needs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the instructional operations, activities and programs of Grizzly Challenge Charter School.

Coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet Grizzly Challenge Charter School needs and assure smooth and efficient school activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals and objectives.

Receive, evaluate and resolve National Guard, parental, administrative and staff issues, conflicts and complaints related to Grizzly Challenge Charter School.

Administer and monitor instructional programs and activities to assure compliance with established curriculum standards and requirements.

Attend conferences, and other events related to student discipline, and implement or provide recommendations concerning disciplinary actions as assigned.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of various reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in education or related field and five years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.

HAZARDS:

Contact with dissatisfied and abusive individuals and aggressive student behavior.