



Under the direction of the principal, serve as an educational leader and assist in the planning, coordination, and directing of activities and programs related to the administration of elementary schools.

include the following. Other duties may be assigned.

- Assist in the planning, development, organization, coordination, and supervision of instructional programs and activities interpret and implement District-approved curriculum and programs in the light of individual student needs.
- Assist in maintaining the operational effectiveness of the school, including student supervision, and the planning, supervising and directing of school procedures and processes.
- Provide support for the development and implementation of the School Safety Plan.
- Assist in providing leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school.
- Assist in screening, selecting, assigning, supervising and evaluating performance of certificated and classified staff members motivate employee performance and enhance morale.
- Assist in planning, organizing, and implementing District professional learning and training encourage and support professional growth for all staff members participate in professional learning activities.
- Assist in assigning students in such a way as to encourage their optimal growth and make periodic appraisals of their progress advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Attend Student Study Team and Individual Educational Planning meetings, as assigned assist in the coordination of support services with District staff
- Assist in the supervision of student enrollment, records, attendance and health requirements.
- Assist in the planning, scheduling and supervision of student activities.
- Assist in the planning and implementation of school plans and organizational procedures for the health, safety, discipline, and conduct of the students.
- Maintain effective community relations assist in communicating to parents regarding all phases of the educational program assist the principal in carrying out a program of community relations.
- Assist the principal in communications between the central administration and the site, and interpret, support and implement District and State policies and procedures.
- Assist in the site budget planning process and expenditure control.
- Serve as the chief administrator in the absence of the principal.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Child development procedures, methods and strategies pertaining to the administration of an elementary level school operation State standards curriculum and instruction safety procedures effective discipline and campus supervision and control methods program and activity evaluation strategies and procedures Education Code, local

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