

# COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

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## JOB DESCRIPTION

### POSITION

ASSISTANT PRINCIPAL  
Certificated Management

### DEFINITION OF POSITION

The Assistant Principal supports the Principal in providing school-site leadership, implementing the educational program, student achievement and performance, and overall operation of the school. They assist with the implementation/evaluation of curriculum and instructional strategies, as well as improving student achievement by always considering equity, social justice, and inclusivity. Additionally, the Assistant Principal participates in staff, student and community activities, and supports the Principal with the evaluation and supervision of assigned certificated and classified staff.

### EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

#### **Leadership of the Instructional Program and Learning Environment:**

- Supports instructional programs in accordance with state and federal laws, District regulations and other specially funded program requirements;
- Assists with the maintenance of accurate records on the progress and attendance of students;
- Aids in the realization of school goals and objectives through efficient school procedures, extracurricular programs and the cooperative efforts of the staff, families, students, and the community;
- Serves as Local Educational Agency representative for Individualized Education Plan or Section 504 meetings;
- Supports student achievement and the academic improvement for all students, including student sub-groups such as Multilingual Learners, Low Income and Foster Youth;
- Facilitates an environment that includes a Multi-Tier System of Supports with universal classroom interventions and supports.

#### **Management of the Site:**

- Organizes and assumes responsibility for the safety and overall operation of the school plant in the absence of the Principal;
- Assists with the preparation and maintenance of a variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement;
- Attends a variety of meetings with faculty, parents and community representatives as necessary for the proper functioning of the school.

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## **Supervision, Hiring, and Training of Personnel:**

- Participates in the selection of certificated and classified staff to be assigned to the school;
- Supervises and evaluates certificated and classified personnel as appropriate to meet school and District objectives;
- Assumes responsibility for the proper administration of applicable collective bargaining agreements.

## **School Culture and Climate:**

- Assures the health, safety and welfare of students;
- Plans, participates, and supervises extracurricular events and special programs, which may occur before/after school, including evening hours;
- Exercises decisive leadership in crisis and difficult situations in accordance with Board of Education policies and administrative regulations;
- Maintains guides for proper students conduct;
- Administers student discipline to maintain proper student conduct consistent with the due process rights of students and the professional rights of teachers;
- Support's the school's athletic and extracurricular activities (if applicable);
- Builds a positive school environment based on active participation, shared decision-making, and positive communication.

## **Community Outreach and Involvement:**

- Meets with parents regarding specific school and student issues;
- Meets and confers with a variety of groups and individuals including parents, representatives, District personnel, courts, law enforcement officials and other authorities concerning individual students and instructional programs.

## **District Responsibilities:**

- Participates in the development of District policies and programs;
- Serves on a variety of school/district committees;
- Supports the implementation and observance of all Board of Education policies and administrative regulations by the staff and students;
- Perform other duties assigned by the Principal.

## **DESIRABLE QUALIFICATIONS**

### *Knowledge of:*

- Current and emerging research around teaching, learning and leading;
- Best practices for Multilingual learners, students in Special Education, and trauma informed care;
- Research-based strategies and best-practices in classroom instruction;
- School and district policies, rules and regulations.

### *Ability to:*

- Support the Principal in facilitating change;
- Demonstrate competency in the area of school management;

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- Prepare complete and concise verbal and written reports;
- Define problems, collect data, establish facts, and draw valid conclusions;
- Interpret a variety of instructional materials furnished in written, oral, diagram, or schedule form;
- Build relationships with students, staff, families, and the community;
- Demonstrate skill in meeting facilitation, conflict resolution and other methods used to reach consensus;
- Work effectively with diverse groups, including families, staff and administrators;
- Evaluate and set priorities in a constantly changing environment;
- Motivate and initiate continuous learning and growth among professional staff to benefit organizational effectiveness and student academic growth;
- Respond to phone calls, emails, and other correspondence in a timely manner to maximize effectiveness and minimize potential issues.
- Multi-task and work under stressful conditions and multiple deadlines.

## **EXPERIENCE/EDUCATION**

- Bachelor's Degree in related fields
- Master's and/or Doctorate Degree (desired, not required)
- Bilingual English/Spanish, both oral and written (desired, not required)
- Valid California Administrative Services Credential or Internship Administrative Credential
- Valid California Teaching Credential
- At least five years of successful teaching experience

## **PHYSICAL ABILITIES**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient vision to read copious printed and electronic material
- Sufficient hearing to conduct in person, telephone, and online platform conversations
- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices
- Sit for prolonged periods of time
- Lift and/or carry up to 25 lbs., at waist height for short distances

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office environment, as well as school sites and classrooms
- Travel to school sites

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- Hours may vary to meet district and student needs, including before/after school and during evening hours
- Local and out-of-county travel may be required for the purpose of meetings, events, and other activities

## **OTHER REQUIREMENTS**

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Valid California Driver's license

BOT 2/21/2023