San Francisco Unified School District - COE
Assistant Principal

San Francisco Unified School District
Position Description
Title: Assistant Principal

Definition: Under the general direction of the Principal, assists in the management and supervision of the educational process at an elementary, middle or high school; assists in the selection, training and supervision of certificated and classified staff; assists in the preparation and administration of the school or site budget to ensure alignment with student learning goals of the site plan; and performs related duties as required.

Supervision Exercised: The position may provide direct supervision to the teachers, coaches, classified support staff, volunteers, and interns.

Examples of Important and Essential Duties:

1. Assists in the development and implementation of the school site plan, including benchmark performances; ensures that the District’s educational (content) standards and learning goals in English/Language Arts, Mathematics, Science and other subject areas are effectively implemented and directly demonstrated in students’ performance; ensures that all classroom activities are appropriate to the content standards and result in achievement of targeted performance standards; assists in program development activities to ensure the students meet established criteria and requirements for advancement, graduation, and/or college entrance.
2. Supervises the standards-based instructional program designed to address defined student needs by conducting ongoing classroom observations, ensuring assessment systems are used to define instruction in core content areas, and analyzing student data, including classroom analysis reports and reviews of student work.
3. Participates in program and curriculum development activities to achieve the District’s annual student achievement goals, including improvement in test scores consistent with Academic Performance Index (API) growth targets; increasing the percentage of students tested; and closing the achievement gap for African American, Latino and English Language Learner students by increasing student enrollment in advanced placement and honors classes, increasing the number of students achieving grades of B or better in honors classes, taking the SAT/ACT exams, graduating and achieving significant gains in standardized testing in reading, math, science and social studies; and lowering the rates of student drop-outs and non-mandated Suspensions.
4. Participates in the implementation and monitoring of student support interventions, modifications, and adaptations in classrooms, including intervention logs and lesson plans to increase demissions in Special education and increase bilingual redesignations.
5. Participates in the development and implementation of student guidance programs.
and activities to enhance individual student education and development; recommends opportunities for extra curricular and/or after school participation for students, including student leadership opportunities; and recommends guidelines for appropriate student conduct.

6. Participates in the selection, training, and supervision of certificated, paraprofessional and classified personnel; as an instructional leader, models, coaches and supports individual teachers; participates in the development of staff performance expectations, goals and standards; evaluates or participates in the evaluation of staff performance during evaluation cycle timelines; and recommends appropriate disciplinary action as needed.

7. Encourages a continuous learning environment and professional growth and development of all staff; develops professional growth plans for inclusion in overall site plan.

8. Participates in budget development activities to align budgetary, human and material resources with student learning goals as defined in the school site plan and ensures resources are utilized to provide a safe, efficient, and effective learning environment; actively participates in budget information sessions; assists, in the preparation and administration of the school budget for personnel, equipment and supplies in compliance with District timelines and due dates; monitors budgetary expenditures and inventories through accurate accounting records; and may manage funds generated by student activities.

9. Establishes active, cooperative relationships with students and parents, including regular home/school communications in appropriate languages, and timely and appropriate student progress reports; promotes and increases parent attendance at parent-teacher conferences across the entire student population; solicits parental and community support for school and district-wide programs, goals and objectives; and interprets and administers Board of Education and District policies and administrative regulations.

10. Ensures the health and safety of all students and staff by assisting in the development and implementation of a Safe School Plan; participates in the development and implementation of the District-wide emergency preparedness program; recommends roles and responsibilities for the crisis response team; plans fire and earthquake drills; maintains a clean environment; and monitors the safe operation of the facility and equipment.

11. Prepares and maintains a variety of reports and memoranda, including student attendance and progress records, facilities records, grant proposals, and miscellaneous reports and correspondence.

12. Participates in professional growth activities and keeps abreast of developments in the educational field through participation in professional organizations, regular attendance at staff development workshops and professional conferences; and review of professional journals and other publications.

Competencies (Job Related and Essential Knowledge Abilities and Skills):
Knowledge of: Techniques and strategies for successful management and supervision, including observation, diagnosis and conferencing with teachers to support instructional improvement; evaluation, assessment and dismissal procedures related to certificated and classified staff; standards-based instructional models; federal, state and local legislation related to school administration, including the California Education Code, Health and Welfare Code, Code of Regulations, and San Francisco Board of Education policies and administrative regulations; principles and practices of public school administration, including budget development and maintenance; current applications and use of technology to enhance instructional programs and support administrative activities; leadership styles; and site-based governance.

Ability to: Assist in the planning, implementation and monitoring of a comprehensive, standards-based educational program which addresses the needs of a diverse student population and meets the District’s student achievement goals; assist in the selection and supervision of certificated and classified staff with skills and abilities that match school needs and enhance program effectiveness; participate in the development and implementation of teacher performance standards and regularly evaluate performance; mentor and motivate teachers by facilitating innovation, supporting teachers in efforts to promote new ideas and assisting staff acquire needed skills and materials; design and implement staff development activities through collaboration with administrators and teachers; establish and maintain cooperative relationships and outreach programs for parents and the community to support individual student learning goals and program objectives; assist in the integration of special education, bilingual and other programs into the regular educational program by working cooperatively with all stakeholders; align budgetary, human and material resources with student learning goals; and implement site-based budgeting program.

Experience and Training Guidelines: Possession of a valid California Administrative Services Credential and either a California Teaching Credential in the appropriate area or a services credential with a specialization in pupil personnel, health clinical or rehabilitative, or librarian services, as required by California Education Code, Section 44860.

Desirable qualifications: Three years of administrative experience in an academic setting, preferably in a public, urban school district.