

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – ADMINISTRATIVE**

POSITION: ASSISTANT PRINCIPAL – MIDDLE SCHOOL

A. PRIMARY FUNCTION

Under direction of the Principal, to serve as building manager for site, to work in close cooperation with Principal in coordinating and supervising attendance, discipline, school/student supervision, guidance, and general administrative functions, and other duties and responsibilities as assigned; to assume responsibility for operation of Middle School in absence of Principal; and to perform other duties as required.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. General Administration
 - a. Evaluate certificated and non-certificated staff as directed.
 - b. Maintain master calendar for school.
 - c. Supervise school transportation program.
 - d. Assign student lockers.
 - e. Attend school and District meetings when appropriate.
 - f. Coordinate disaster, fire and emergency procedures, including Big Sur disaster plan.
 - g. On an as needed basis as determined by the Superintendent, serve as summer school principal with appropriate compensation for additional work days.
2. Attendance
 - a. Coordinate attendance reporting procedures.
 - b. Investigate attendance problems.
 - c. Update and revise procedures as required by law.
3. Discipline
 - a. Enforce policies regarding student behavior.
 - b. Investigate and act on referrals from staff.
 - c. Revise and update discipline policy and procedures as needed.
 - d. Communicate revisions to students, staff and community.
4. Supervision
 - a. Coordinate referral process for Child Study Team and Student Study Team.
 - b. Serve as administrator in Child Study Team.
 - c. Implement program schedule changes.
 - d. Coordinate all guidance matters relating to promotion of the 8th grade class to high school.
 - e. Counsel students.
 - f. Administer program of school education.

C. QUALIFICATIONS

1. Possession of current, valid, appropriate California credential(s).
2. Requires active membership in ACSA (Association of California Administrators) and maintenance of an active cell phone account.

D. PHYSICAL REQUIREMENTS

1. Ability to see for purposes of reading correspondence, documents, and other printed matter.
2. Ability to hear and understand speech and normal levels in person and/or on the telephone.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person, on a telephone, and or on two-way radio.

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk and/or conference table for long periods of time, using telephone for prolonged periods of time, and reaching in all directions.

School working environment subject to standing/walking for long periods of time both indoor and outdoor during day and night.