

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

POSITION: ASSISTANT PRINCIPAL – HIGH SCHOOL

A. PRIMARY FUNCTION

Under direction of the Principal, to work in close cooperation with the principal in coordinating all extracurricular activities of school; to provide effective communication for these activities among the Principal, staff, students and community; to assume the full responsibility for operation of the high school in the absence of the 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. Supervise and evaluate all immediate subordinates and additional certificated non-certificated personnel.
- b. Assist school and District staff in curriculum development.
- c. Coordinate school Disaster Preparedness Program.
- d. Coordinate graduation activities.
- e. Maintain master calendar for school.
- f. Coordinate school awards programs and contests.
- g. Supervise the posting and distribution of printed materials on campus.
- h. Serve as liaison to designated departments.
- i. Issue student lockers.
- j. Attend professional, Padre Parent, school and District meetings when appropriate.
- k. Supervise campus and extracurricular activities on a shared basis.
- l. On an as needed basis as determined by the Superintendent, serve as summer school principal with appropriate compensation for additional work days.

2. Activity Program

- a. Schedule all extracurricular activities, arrange for facilities, assign appropriate supervisory staff, and provide administrative supervision of events.
- b. Coordinate the development of the student body budget, and provide supervision of student body financial matters.
- c. Supervise the production and distribution of student body publications.

3. Athletic Program

- a. Supervise the Director of Athletics in administration of the Athletic Program.
- b. Coordinate the development of the athletic budget with the Athletic Director.
- c. Certify the athletic eligibility for all teams.
- d. Approve the scheduling of athletic events, arrange for supervisory personnel, and provide administrative supervision as required.

- e. Recommend the employment of coaching personnel to the Principal, and assist the Director of Athletics in the supervision and evaluation of coaching personnel.
 - f. Certify that all students involved in athletics and other associated events satisfy compliance with insurance regulations.
4. Attendance and Discipline
- a. Coordinate attendance and discipline reporting procedures.
 - b. Investigate and handle attendance problems.
 - c. Enforce policies regarding student behavior.
 - d. Investigate and act on referrals from staff.
 - e. Supervise Saturday School on a shared basis.

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.