

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Assistant Principal, K-8 School **CLASSIFICATION:** IwF

Develop and administer disciplinary procedures in accordance with district policies and state laws; confer with students, parents, teachers, and community agencies; respond to and resolve parent, student, and staff complaints; serve on discipline or expulsion panels as assigned. **E**

Assist with establishing and maintaining a safe and positive school environment that meets the needs of culturally diverse populations. **E**

Develop the master schedule of classes, room assignments, school events, and department schedules for the effective utilization of personnel within the school. **E**

Establish, coordinate, and maintain communication with community and parent groups; attend a variety of meetings and events to represent the K-8 school; develop correspondence to promote school activities and achievements. **E**

Assist in interpreting the educational program of the school district and the school to the community. **E**

Provide direction to a variety of faculty, staff, and student programs and services; participate in informal and formal classroom visitations and observations, and provide recommendations and suggestions as appropriate. **E**

Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues, and plant maintenance; assure programs and services meet established objectives and requirements. **E**

Supervise and organize student activities, extra-curricular activities, and athletic events; schedule extra-curricular programs, and monitor budgets; attend a variety of school events including athletic events, dances, meetings, and others. **E**

Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports regarding student attendance, discipline, test scores, cumulative records, and academic achievement; operate a computer to prepare and maintain correspondence, records, and reports. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree, and three years of successful, full-time teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services experience in public or private schools. While additional administrative or supervisory experience is not required, preference will be given to persons with comparable segment level experience, as well as additional experience in a school system in an administrative, supervisory, or specialist capacity.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license, and provide personal automobile. Administrative Services Credential or must be enrolled and show proof of enrollment in an Administrative Internship Program and be eligible for the Administrative Internship Credential upon appointment to the position.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Comprehensive organization, activities, goals, and objectives of a K-8 school, or school of comparable size and complexity.

School law administration, applicable sections of the State Education Code, and other applicable laws.

Instructional standards and faculty requirements.  
Board and district policies, procedures, and regulations.  
Principles and practices of administration, supervision, and training.  
Interpersonal skills using tact, patience, and courtesy.  
Oral and written communication skills.  
Basic computer operations.

**ABILITY TO:**

Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and