

Job Summary:

Under the supervision of the site administrator and/or designee, assist the administrator in curriculum development, school site management, scheduling of students, supervision of instruction, teacher and staff evaluations and performance, and student support services. This position is also responsible for working with the administrator to achieve and maintain standards of excellence within all curricular areas and working cooperatively with school district personnel and outside agencies to provide students with a successful educational program.

Essential Functions:

- Communicate with students, parents, and guardians for the purpose of providing information on student progress, schedules, and recommendations related to student learning.
- Assist in the development of the master schedule appropriate to meeting the needs of the students.
- Assist in the registration, placement, articulation activities, and orientation of new students, including those transitioning from feeder schools.
- Oversee and assist with the scheduling of classes for new and existing students and ensuring students are provided with a copy of his/her schedule.
- Counsel and advise students with special and/or immediate academic or personal needs; facilitate the referral process to the appropriate personnel and/or outside agency, when needed.
- Assist in conducting staff development and following up with teachers and other staff to ensure that they are using the staff development properly.
- May assist the administrator in interviewing, selecting, supervising, and evaluating site personnel.
- Assist with all aspects of student discipline.
- Assist with the development and implementation of curriculum for the purpose of aligning the curriculum to Tulare County Office of Education (TCOE) benchmarks and California Standards.
- Assists in the preparation of school communication to students, parents, and the community.
- May teach various courses to students, as needed in the absence of a certificated staff member.
- Assist with purchasing, budgeting, and other financial/operational functions as requested by the administrator.
- Supervise or assign supervision for students in all types of non-classroom activities.
- Serve as an investigator for Title IX complaints and attend related trainings, interview parties, gathers evidence and allows review of evidence by parties, and prepares an investigation report that summarizes relevant evidence.
- Demonstrate lessons in instructional strategies and classroom management, as needed.
- Assist in textbook and instructional material inventories and supply orders.
- Work with the administrator to ensure the campus is clean, orderly, well-maintained, and safe for students at all times.
- Work with the administrator to develop a program to promote school pride, collective responsibility, and a culture of academic excellence.
- Coordinate assessments including state and district assessments.
- Perform other duties as assigned.

Skills to:

- appropriately and effectively manage personnel and programs;
- analyze situations, problem-solve, and make decisions without supervision when necessary;
- establish and maintain effective working relationships;
- evaluate student academic performance and make recommendations;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

Knowledge of:

- modern principles and practices of educational program administration;
- principles of personnel administration, supervision and training;
- California Education Codes regarding student discipline;
- effective instructional strategies for diverse student populations, including high-risk youth;
- appropriate budgeting practices and procedures;
- curriculum development, lesson planning, and instructional programs for grades 7-12;
- conflict resolution and problem-solving strategies;

- teaching and learning methodologies;
- implementation of California State Standards and TCOE benchmark Learning Standards.

Ability to:

- plan, organize, and direct instructional programs;
- analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations;
- understand, interpret and apply laws, rules, and regulations;
- collect, interpret and evaluate narrative and statistical data pertaining to administrative and fiscal management;
- supervise, train and evaluate staff;
- prepare and analyze reports, statements and correspondence;
- establish and maintain effective working relationships;
- communicate effectively, both verbally and in writing, with parents and other professionals;
- create and manage schedules, including master schedules and class schedules for students;
- develop and implement appropriate curriculum and instructional strategies;
- conduct professional development;
- counsel and advise students with special and/or immediate academic or personal needs.

Responsibilities include: working independently and following standardized practices and regulations; supervising staff and overseeing an assigned work area. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations. This job is performed in a generally clean and healthy environment.

Experience Required:

- Three years of teaching, counseling, or related certificated experience.

Education Required:

- Bachelor's degree required;
- Master's Degree related field is preferred;
- Valid California Teaching or Pupil Personnel Services Credential;
- Valid California Administrative Services Credential.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

April 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.