

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Deputy Principal, 7-12 Educational Center

Salary Grade: Administrative Management

Salary Schedule: Administrative Management

Department: Educational Center

Reports to/Evaluated by: Principal, 7-12 Educational Center

FLSA: Exempt

SUMMARY

To provide administrative assistance to the Principal, 7-12 Educational Center to insure the smooth and efficient operation of the school in order to increase the effectiveness of the school's program for students. In the absence of the Principal, 7-12 Educational Center, this role assumes the responsibility for the functions of that office.

DISTINGUISHING CAREER FEATURES

This position provides critical leadership in building a seamless 7-12 educational program and is responsible for overseeing the daily operations of the campus. It involves high-level coordination of counseling services, master scheduling, and the integration of academic and athletic programs across the secondary grade levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides leadership in building a seamless 7-12 educational program.
- Responsible for overseeing the daily operations of the campus.
- Develops rules and regulations and supervises all student activities pertaining to the students of both an integral (in class) and external (outside of class) nature.
- Administers major student disciplinary action when needed.
- Establishes and enforces rules of eligibility for athletes and students participating in other school activities.
- Coordinates academic and athletic awards programs.
- Coordinates Booster Club activities with the school program.
- Supervises fire drills and civil defense drills.
- Supervises visitation permits for school functions.
- Administers student body accounts.
- Maintains liaison between law enforcement agencies and school site.

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Board Approved 2.22.06

- Coordinates senior activities such as graduation, baccalaureate, and the like.
- Creates master activities calendar to include off-campus field trips.
- Creates master schedule for the 7-12 Educational Center.
- Coordinates counseling services for grades 7-12.
- Oversees all curricular areas as assigned by the Principal, 7-12 Educational Center.
- Oversees co-curricular areas as assigned by the Principal, 7-12 Educational Center.
- Coordinates testing, academics, and curricular pathways.
- Performs other duties as may be assigned by the Principal, 7-12 Educational Center.

QUALIFICATIONS

- **Knowledge of:** The position requires knowledge of daily campus operations and the development of rules and regulations for student activities. It requires understanding student disciplinary procedures, eligibility enforcement for athletics and activities, and the administration of student body accounts. Furthermore, the role involves knowledge of master scheduling, counseling service coordination for grades 7-12, and the management of academic, athletic, and Booster Club programs.
- **Ability to:** Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.
- **Education and Experience:** Requires a Master's degree and three to five years experience as a site administrator. A California Administrative Services Credential is required.
- **Working Conditions:** Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.