

Position:	Deputy Principal, 7-12 Educational Center	FLSA:	Exempt
Department/Site:	Educational Center	Salary Grade:	Administrative Management
Reports to/Evaluated by:	Principal, 7-12 Educational Center	Salary Schedule:	Administrative Management

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.

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.
- Coordinates senior activities such as graduation, baccalaureate, and the like.
- In absence of the Principal, 7-12 Educational Center, assumes the responsibility for functions of that office.
- Creates master activities calendar to include off-campus field trips.
- Create masters 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

Abilities: 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.

Physical Abilities: 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.

Education and Experience: Requires a Master's degree and three to five years experience as a site administrator.

License(s) and/or Credential: A California Administrative Services Credential is required.