

## **CLOVIS UNIFIED SCHOOL DISTRICT**

**Job Description: Deputy Principal, Secondary**

**Salary Grade: Administrative Management**

**Salary Schedule: Administrative Management**

**Department: Site**

**Reports to/Evaluated by: Principal, Secondary**

**FLSA: Exempt**

### **SUMMARY**

The Deputy Principal, Secondary, provides administrative assistance to the Principal to ensure the smooth and efficient operation of the school. The primary goal of this position is to increase the overall effectiveness of the school's programs for students. In the absence of the Principal, the Deputy Principal assumes full responsibility for the functions of that office.

### **DISTINGUISHING CAREER FEATURES**

This role serves as a high-level site administrator requiring significant experience in school leadership. It involves overseeing a broad spectrum of both curricular and co-curricular areas as assigned by the Principal. The position is distinguished by its responsibility for coordinating major school functions—such as graduation and baccalaureate—while maintaining critical liaisons between the school and law enforcement agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops rules and regulations and supervises all student activities, including those of an integral (in class) and external (outside of class) nature.
- Administers major student disciplinary action when necessary and establishes rules of eligibility for athletes and participants in other school activities.
- Coordinates athletic awards programs and maintains the master activities calendar, including off-campus field trips.
- Conducts fire drills and civil defense drills to ensure campus safety.
- Supervises visitation permits for school functions and administers student body accounts.
- Coordinates logistical matters pertaining to transportation, food service, secretarial staff, and plant maintenance.
- Oversees testing, academics, curricular pathways, and specific curricular areas as assigned by the Principal.
- Performs other duties as assigned by the Principal to support the school's objectives.

Deputy Principal, Secondary

Board Approved 2.2.06

## QUALIFICATIONS

- **Knowledge of:** The position requires a deep understanding of administrative procedures and school operations. This includes knowledge of student disciplinary protocols, eligibility requirements for student activities, and the coordination of comprehensive academic and testing programs. Additionally, the role requires knowledge of safety protocols, including fire and civil defense drills, as well as the management of student body accounts and liaison procedures with law enforcement.
- **Ability to:** The individual must be able to carry out the duties of the position and accomplish its objectives while integrating various support functions. It requires the ability to organize, train, direct, and motivate staff to achieve high productivity. The Deputy Principal must possess the ability to solve complex problems with both short and long-range implications and communicate effectively in both written and oral formats.
- **Education and Experience:** This position requires a Master's degree and three to five years of experience as a site administrator. A valid California Administrative Services Credential is required.
- **Working Conditions:** The role requires ambulatory ability to move between different offices and locations across the campus. Sufficient visual acuity is necessary to recognize words and numbers, and the individual must have the speech and auditory abilities to carry on conversations with large audiences, in personal settings, and over the telephone.