

# FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

## BOARD POLICY

### ADMINISTRATION

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JD 2147

#### ASSISTANT PRINCIPAL/COORDINATOR

##### Definition

The Assistant Principal/Coordinator, serving as a member of the Management Team, is responsible for all aspects of administration, instructional leadership, teacher evaluations, discipline, and any other duties assigned by the Principal. The Assistant Principal/Coordinator will assume the duties of Principal in the Principal's absence.

##### Responsible to:

The School Principal

##### Major Duties and Responsibilities

1. Assists in building the Instructional schedule.
2. Provides assistance and direction in the establishment and maintenance of an effective system for student discipline.
3. Assist in the counseling of students and parents.
4. Works with students, parents/guardians, and teachers in coordinating the counseling and guidance services of the school.
5. Coordinates and participates in the school's intervention program and services.
6. Assists in monitoring student attendance.
7. Provides communication and public relations with parents and community.
8. Represents the school at community functions, in the absence of the Principal.
9. Assists and provides leadership in faculty/staff meetings and presentations.
10. Assists the counselor or Principal with course scheduling for students.
11. Assists in determining priorities and the planning of professional learning for staff.
12. Assists in developing student and adult leadership.
13. Assists in the selection of staff for recommendation to the Superintendent.
14. Assists in articulation between and among schools of the District and surrounding Districts.

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15. Assists in supervising extra and co-curricular activities.
16. Provides assistance in the planning and implementation of curriculum, instructional materials and supplies.
17. Provides assistance in maintaining and enhancing equipment, building facilities and school grounds.
18. Provides input on budget development.
19. Assists in the supervision and evaluation of all staff.
20. Performs other duties as may be assigned.

#### **Training and Experience**

1. Valid California Administrative Credential.
2. Five (5) year's teaching experience.
3. A Master's Degree is desirable.

Job Description Approved: May, 1985  
Job Description Revised: February 21, 1989  
Job Description Revised/Approved: April 6, 2015

wd:ASSTPRINC