

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: High School Assistant Principal for Expanded Learning Services	CLASSIFICATION: Non-Represented – Certificated Management
REPORTS TO: Superintendent or Designee	FLSA: Exempt
WORK YEAR: 206 Days	SALARY SCHEDULE: Administrative Management
BOARD APPROVAL: 05/20/2021	RANGE: 9
BOARD REVISION:	

PRIMARY FUNCTION: Provide expanded learning services for all students by working with district, site, and community stakeholders to support the site and district missions, ensuring all students graduate college and career ready and achievement gaps are closed by providing instructional and cultural leadership.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by providing all students with expanded structures, supports, and systems to prepare them for post-secondary success. This position will integrate and manage academic and social-emotional support systems to identify and meet the needs of all learners.

SUPERVISION OVER: Certificated and classified staff; students

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

DUTIES AND RESPONSIBILITIES:

- Manage and monitor site learning recovery programs to ensure all students will complete graduation requirements and improve their preparedness for college and career.
- Monitor and track trends in student performance by monitoring data systems to assist administrative team in designing and implementing site professional development.
- Implement site assessment systems and assist principal in developing processes for content specific collaborative teams to engage in formative assessment data driven instruction.
- Manage systems of identifying, responding to, and monitoring credit deficiencies with students in our neediest groups (low income, EL, foster youth, students at risk for neglect/abuse, disengaged students, students that are credit deficient, students with disabilities). These systems may include but are not limited to counseling center, college advising, advisory, summer school, credit recovery, and transitions between secondary school sites.
- Collaborate with site administration and management team and lead site in monitoring instructional programs through AVID and Constructing Meaning (CM) to meet the instructional needs of our neediest students – low income, EL, foster youth, students at risk for neglect/abuse, disengaged students, students that are credit deficient, students with disabilities
- Collaborate and manage site counseling team in identifying and intervening with our neediest students (listed above) to close learning gaps.
- Oversee the site’s system for monitoring and responding to data from the College and Career Readiness Indicator, which is a component of the California School Dashboard accountability program.
- Integrate and manage supports to address barriers to learning including site mental health support services, before and after school learning centers, brief intervention, response to trauma and social-emotional learning

- Oversee and advise the PBIS team and Wellness Center to ensure a school culture that embraces equitable practices that support students academically and socially and is responsive to the needs of all student groups.
- Manage collection and analysis of school-wide culture data and collaborate with site leadership, including administration, leadership, PBIS, and AVID to develop responses to culture data.
- Other duties as assigned.

LICENSES AND REQUIREMENTS:

- A valid Administrative Services Credential issued by the California Commission on Teacher Credentialing.
- Five years minimum experience as a teacher.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the job.

KNOWLEDGE OF:

- Principles, techniques, strategies, goals, and objectives of public education.
- California Professional Standards for Educational Leaders.
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation experience.
- Effective professional development planning and implementation.
- The California School Dashboard and System of Support and all of its related components.
- Assessment systems and practices used within the District.
- PBIS planning and implementation strategies.
- Performance evaluation techniques pertaining to program and personnel performance effectiveness.
- Human relations strategies including conflict resolution, team building, and FRISK processes.
- Strong understanding of rigorous, effective instruction.
- Positive communication skills.

ABILITY TO:

- Effectively utilize and evaluate data management tools.
- Effectively utilize instructional technology.
- Ability to lead and manage staff and students.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

WORKING CONDITIONS:

WORK ENVIRONMENT:

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: Walking: Sitting:

Body Movement (Frequency):

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.