

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Middle 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:	10
BOARD REVISION:		

PRIMARY FUNCTION: Work with the site principal, other members of the management team, school staff, families, and community stakeholders to ensure John Knight Middle School achieves the DUSD Mission to ensure all students graduate college and career ready. Provides instructional and social-emotional leadership to ensure that all students are provided with the programs and supports necessary for their success, with a particular focus on English Learners, Socio-Economically Disadvantaged students, and Homeless/Foster Youth.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by providing all students with expanded structures, supports, and systems to ensure their preparedness for college and career. This position will integrate and manage academic and social-emotional support systems to identify and meet students' needs.

SUPERVISION OVER: The Assistant Principal for Expanded Learning Services reports directly to the school site principal.

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:

Curriculum & Assessment

- Assist in the development of the school's strategic plan for student achievement and ensure that it is aligned with school and district goals.
- Implement an assessment system of student performance across all academic areas, including specialized instruction and English Language Learning, to ensure school progress toward meeting John Knight Middle School's vision and mission.
- Use data systems to organize and analyze student achievement data. Ensure the validity and reliability of student data by attending to the rigor and alignment of assessments.
- Analyze school data to determine academic needs of students and use said data to assist the school principal in designing and implementing an inclusive master schedule that meets the needs of all students, specifically Students with Disabilities, English Learners, Homeless/Foster Youth, and Socio-Economically Disadvantaged student groups.
- Use data to inform decision-making, to determine the need for supplemental curricular and assessment materials and instructional resources to enhance and improve targeted and differentiated instruction; Conduct regular

collaboration with and among teachers to discuss data trends, and problem solve to prioritize the teacher actions that will most impact student performance.

- Work with the site's AVID Site Team to implement and monitor AVID site goals, especially those which research demonstrates have a high impact on at-risk youth, English Learners, Socio-Economically Disadvantaged students, and Homeless/Foster Youth.
- Assist with the creation, completion and presentation of school reports, as well as required reports for district stakeholders.
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Culture & Climate

- Oversee JKMS's programs targeted at meeting the social-emotional needs of our students.
- Provide high quality school-wide professional development designed to build proficiency around positive classroom culture, teacher mindset, equity, and culturally responsive practices.
- Implement a Positive Behavior and Intervention Support designed to produce a school culture with and focus on college and career readiness, respect, and productivity in a safe academic environment.
- Analyze school wide culture data and make adjustments to ensure fidelity of implementation of the JKMS Positive Behavioral Interventions and Supports (PBIS) model.
- Ensure the PBIS implementation is consistent in reducing behavioral infractions among student groups, and especially those historically overrepresented in these numbers. Act strategically, leveraging data and supports appropriately by reviewing student infraction data, identifying opportunities to improve, and building a response plan.
- Develop and support school culture routines designed to promote student social belonging and leadership.
- Drive fidelity of school culture systems across the school, including behavior management, attendance, and other modes of operations.
- Oversee character development, discipline, and supervision, and manage all student activities.
- Lead attendance improvement initiatives, focusing particularly on improving attendance patterns among our special education, English learners, homeless, foster youth and socio-economically disadvantaged student groups.
- Act as a champion of JKMS's mission and values through coaching and modeling.
- Model how to build strong, mutually respectful, culturally competent relationships among students, staff and families and support the JKMS team to do the same.
- 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.
- Procedures, methods, and strategies of organization, management, and supervision.
- Current innovative and creative curriculum and instructional trends regarding intermediate age students.
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.
- Effective professional development planning and implementation.
- Results and performance evaluation techniques pertaining to program and personnel performance effectiveness.

- PBIS planning and implementation strategies.
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.
- Strong understanding of rigorous, effective instruction.
- Data managements tools, organizational tools, computer skills (Word, Excel, Access, PowerPoint and Outlook)

ABILITY TO:

- Ability to lead and manage adults to achieve desired outcomes
- Ability to analyze teacher practice, provide compelling feedback, and translate that into action
- Ability to analyze data to target instruction and inform decision-making

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

WORKING CONDITIONS:

WORK ENVIRONMENT: District office; in vehicle traveling to job assignments; outdoor environment on school sites in variable weather conditions.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: Walking: Sitting:

Body Movement (Frequency):

<u>None (0)</u>	<u>Limited (1)</u>	<u>Occasional (2)</u>	<u>Frequent (3)</u>	<u>Very Frequent (4)</u>
Lifting (lbs.): 25		Lifting: 1 Bending: 1		Pushing and/or Pulling Loads: 1
Reaching Overhead: 1		Kneeling or Squatting: 1		Climbing Ladders: 1
Climbing Stairs: 1				

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.