

# MONTEREY COUNTY OFFICE OF EDUCATION

## ASSISTANT PRINCIPAL MONTEREY COUNTY HOME CHARTER SCHOOL (MCHCS)

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** 75  
**WORK YEAR:** 215

### **DEFINITION:**

Under the direction of the Principal of the Monterey County Home Charter School (MCHCS), the Assistant Principal is responsible for organizing, coordinating and administering assigned educational operations, activities, and services at MCHCS (non-classroom-based charter school) including its curriculum and instructional programs, processes, procedures, student discipline, and other programs; enforcing applicable state and local codes, policies, and laws, and ensure compliance with MCHCS charter, Memorandum of Understanding (MOU), Western Association of Schools and Colleges (WASC) accreditation, and all applicable legislation; maintaining a focus on improving student academic achievement; collaborating with the Monterey County Office of Education and other districts to promote positive associations and to fulfill the educational mission for all students, staff, and parents; providing leadership, technical assistance, administration, and management needed for school; interviewing, selecting, supervising and evaluating, assigned certificated and classified personnel; and assigning faculty as appropriate to meet school objectives.

### **SUPERVISOR:**

Principal, Monterey County Home Charter School

### **POSITIONS SUPERVISED:**

Management, certificated and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Organize, coordinate, and administer assigned educational operations, activities, and services at Monterey County Home Charter School (MCHCS) including curriculum development, instructional and pilot programs, processes and procedures, student discipline, and other programs
- Enforce applicable Federal, state and local regulations, policies, and laws, and assure compliance with MCHCS charter, MOUs, WASC accreditation, and all applicable legislation
- Collaborate with the Monterey County Office of Education and other districts to promote positive associations and to fulfill the educational mission for all students, staff, and parents

- Provide leadership, technical assistance, administration, and management needed for school; supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assign faculty as appropriate to meet school objectives
- Monitor and oversee the proper development and implementation of Individualized Education Program (IEPs), 504 plans, and related procedures; direct IEP, Management Team, Student Study Team, and other assigned meetings
- Assist students with registering for Regional Occupational Program (ROP) opportunities and (online) college classes; maintain focus on improving student academic achievement
- Oversee and participate in the preparation of the master schedule and school calendar for the school; assure schedules meet Federal, State, and local requirement requirements and align with school policies
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned personnel; prepare and maintain a variety of county, state and other federally-mandated records and reports regarding student attendance, discipline, cumulative records, and academic achievement
- Coordinate charter school testing and assessments in compliance with applicable state and local codes, policies, and laws
- Plan and conduct a variety of meetings, staff development, and in-service trainings and school events; maintain content management and update school website; prepare and deliver oral presentations
- Establish, coordinate, and maintain communication with stakeholders, community, and parent groups
- Assist in the development of the Local Control Accountability Plan (LCAP); gather feedback from stakeholders and assure feedback shapes direction, goals, programs, and policies
- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; assure proper and timely resolution of student, administrative, parent, staff, faculty, and public issues, conflicts and complaints; monitor, analyze and adjust activities in response to student needs and progress
- Conduct meetings and attend conferences, perform duties as secretary for MCHCS Governance Council when the principal is unable to fulfill that duty
- Oversee credit advising and complete credit summaries
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work

### **OTHER DUTIES:**

Perform other job-related duties as required

### **PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position, manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Bachelor's degree from an accredited college or university with major course work in educational leadership, curriculum and instruction, or a related field
- Minimum three (3) years of teaching experience
- Minimum three (3) years of administration and/or supervisory experience

### **Knowledge of:**

- Principles and practices of administration, supervision, and training
- Federal, State, and local requirements governing school site operations, special education and school laws, codes, regulations, policies, and procedures
- Various instructional practices and pedagogical theories, philosophies and of the general history of the field of education
- Learning theories and modalities
- Technical processes, software, and hardware
- Comprehensive organizational systems
- Charter schools
- Alternative education settings, specifically non-classroom-based settings
- Goals and objectives of our non-classroom-based charter school
- Board and organizational policies, procedures, and regulations
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Operation of a computer and assigned software

### **Skills and Abilities:**

- Organize, coordinate, and administer assigned educational operations, activities, and services
- Enforce applicable state and local codes, policies, laws
- Direct, evaluate, and supervise assigned staff
- Provide leadership, technical assistance, administration, and management
- Organize, coordinate, and administer assigned programs and activities related to student discipline, attendance, and instruction at Monterey County Home Charter School Administer school testing and assessments and review achievement performance, and evaluative data
- Assist with the implementation, evaluation, and modification of instructional and categorical programs in accordance with applicable laws
- Plan and organize work
- Meet schedules and time lines
- Analyze situations accurately and adopt an effective course of action
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations as directed by the principal (e.g., information meetings for prospective families, etc.)
- Prepare and maintain comprehensive records and reports

- Operate a computer and other standard office equipment

**Desirable Requirements:**

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- Possess or be eligible for a valid California Administrative Services Credential
- California Driver's License with evidence of insurability