



MAJOR DUTIES AND RESPONSIBILITIES:

- x Assists the principal in developing and implementing all aspects of the instructional program in accordance with local; state and federal guidelines; and may assist in the general operational duties at the site as directed by the principal;
- x Assume the role of Principal designee in his/her absence;
- x Responsible for all Categorical Programs at the site which includes needs assessment, budget, development of objectives, implementation and evaluation of the program;
- x Assists principal and teachers in the testing and placement of students in specific program components and monitors the continuous progress of students;
- x Recruits parent/community volunteers and ensures their involvement in committees and school activities;
- x Provides effective in-service programs for teachers, instructional assistants, volunteers, and parents;
- x Functions as a resource person to the staff;
- x Works with students and staff on implementing PBIS strategies;
- x Works with students and families to develop behavioral plans;
- x Serves as administrative designee for IEPs as needed;
- x Gathers required data, prepares accurate reports, and monitors project compliance with all applicable regulations;
- x Disseminates information to relevant public entities through planned community relations and outreach programs;
- x Coordinates/attends activities of site parent advisory committee, District Advisory Committee meeting, and other related meetings;
- x Assists in acquisition of program materials and equipment; and
- x Performs other duties as assigned by the principal.

QUALIFICATIONS

Experience and Education :

x

Ability to use common school hand tools, computer, telephone, fax, and photocopy machine. Ability to transverse any part of a 10-50 acre campus, construction site, which would include asphalt/concrete, sidewalks, grass areas on playgrounds, dirt, and/or bus areas.

Ability to smell:	Constantly
Ability to touch:	Constantly
Ability to hear:	Constantly
Ability to see:	Constantly
Ability to talk:	Constantly

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PHYSICAL REQUIREMENTS:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Grasping:	Constantly	Walking:	Constantly
Fingering:	Occasionally	Push/pull:	Occasionally
Keyboarding:	Occasionally, must be literate	Frustration:	Moderate - depends on the time of year
*Driving:	Occasionally	Handling:	Constantly

**Possession of a current California Driver's License, a DMV printout and the ability to be covered by the company auto insurance is required.*

PHYSIOLOGIC FACTORS

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

THIS JOB REQUIRES:

Alertness:	Yes
Attention to detail:	Yes
The use of two hands:	Yes
Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.	

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Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

DISTRICT REQUIREMENTS:

Fingerprints on file as required by State Law
TB Skin Test as required by State Law