

## Duty Statement

### **Assistant Principal**

1. As designated by principal, performs the duties of the principal in his/her absence. (Codes 1, 16)
2. Assists the principal in the selection, assignment, training, and evaluation of all assigned staff. (Code 16)
3. Assists the principal and department chairpersons in curriculum development and evaluation to meet the instructional needs of students. (Code 1)
4. Maintains close and frequent contact with students, teachers, and parents regarding educational, social, vocational or Medi-Cal health issues. (Codes 1, 2, 3, 4, 7, 8)
5. Provides initial referral assistance to families where Medi-Cal services can be provided. (Code 4)
6. Informs children and their families of how to effectively access, use, and maintain participation in all health resources under the Medi-Cal/Healthy Families program. (Code 4)
7. Establishes and maintains contact with law enforcement, probation, welfare, and other public and private agencies to enlist their cooperation in matters affecting student attitudes health and behavior. (Codes 3, 4, 7, 8)
8. Participates in meetings or discussions to coordinate or review a student's needs for health-related services covered by Medi-Cal. (Code 8)
9. Schedules or arranges transportation to Medi-Cal health or non-Medi-Cal covered services. (Code 9, 10)
10. Serves as resource person to class sponsors and ASB advisor. (Code 1)
11. Serves or substitutes for other staff members upon request or as needed. (Code 1)
12. Assists in the supervision of extra-curricular activities. (Code 1)
13. Assists the principal and the faculty in the development and enforcement of regulations for student discipline and following school conduct policies as established by the Governing Board. (Codes 1, 13)
14. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal or non-Medi-Cal services. (Code 11, 12)

## Duty Statement

### **Assistant Principal (Cont'd)**

15. Works with other agencies to expand access and to improve collaboration of Medi-Cal covered services for the entire school or school district. (Code 14)
16. Monitoring the medical or mental health delivery system in the school or school district. (Code 14)
17. Performs investigative services and gathers all necessary data which may be required in the exemption, exclusion, expulsion or suspension of students in accordance with the Education Code and District policies. (Code 1)
18. Coordinates student placement with the continuation and opportunity school principal or other staff as necessary. (Code 1)
19. Assists the principal in establishing and maintaining community relations including health or Medi-Cal services. (Codes 13, 14)
20. Attends training sessions, meetings, and conferences involving Medi-Cal Administration. (Code 15)
21. Assists families and students with filling out and/or gathering information for Medi-Cal applications. (Code 6)
22. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
23. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
24. Completing personal mileage and expense claims. (Code 16)
25. Reviewing school policies, procedures, or rules. (Code 16)
26. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)