



# GOLDEN

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## CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,  
PRESIDENT & CEO**

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*Golden Charter Academy*  
*1626 W Princeton Ave*  
*Fresno, CA 93705*  
*(559) 293-3157*  
*info@goldencharteracademy.org*

## EXHIBIT A

### Assistant Principal

Department: Administrative  
Supervisor: Chief Executive Officer  
Status: Full-Time, Exempt  
Salary: Begins at \$74,000 – \$100,000  
Reporting Days: 231 (Start 7/11/2023 – 5/31/2024 Stop)  
Hours: Monday – Friday, 7:30 a.m. – 4:30 p.m.

The Assistant Principal will provide high-level support to the Principal. The Assistant principal will be passionate about preparing our students to be successful in school and inspiring powerful young minds through stewardship, equity, and access.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. The Assistant Principal assists the Principal in the daily operations and responsibilities of the school site in the areas of curriculum and instruction, intervention, restorative practices, discipline, supervision, evaluations, facilities management, safety and security, etc. The Assistant Principal also performs a variety of other duties under the direction of the Principal.

### RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Participate in developing a shared vision for student culture with students, staff, faculty, community, local government, and K-12 partners.
- Lead restorative justice program. Provide training for staff, support others in the implementation of restorative practices and implement student discipline procedures when necessary to ensure schoolwide safety.
- Participate in the Instructional Leadership Team
- Lead assessment of student progress and learning outcomes; review and recommend changes to maintain relevant programs to meet student and community needs.
- Conduct relevant meetings with students and parents regarding student progress and school culture.
- Actively seek out and identify opportunities to enhance, develop, and offer new programs, services, and activities to promote student success in the GCA vision.
- Articulate and champion the GCA's mission, vision, and values to students, faculty, staff, community partners, associations and other external stakeholders.



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- Support faculty and staff in setting school-wide short-term and long-term goals, monitor and evaluate toward goal progress and achievement.
- Lead development, coordination, and facilitation of student leadership development programs, and provide guidance for student council, student club fundraising, social, cultural, educational, and committees, programs, and activities.
- Work with administration to create, refine, and implement master schedule and placement of students using School Pathways and other applicable technology.
- Work with community partners to expand range provide services and learning opportunities available for our community.
- Oversee and work collaboratively with the staff on attendance, SART and SARB processes.
- Perform a variety of administrative duties to assist the principal in managing a school; assume the duties of principal in his/her/their absence.
- Plan, organize, coordinate, and direct instructional activities, extracurricular events, special programs, and plant operations at the school.
- Assist staff with implementation of school-adopted courses of study, including content standards.
- Assist the principal with the preparation and maintenance of a variety of school, district, county, state, and federally mandated records and reports regarding student attendance, discipline, safety and academic achievement.
- Supervise and evaluate certificated and classified personnel.
- Attending IEP and other special education meetings.
- Communicate with parents/guardians regarding school policies, procedures, and expectations.
- Ensure the health, safety and welfare of students.
- Oversee attendance, behavior management, counseling, guidance, and other support services.
- Provide individual academic and personal support to students and parents/guardians.
- Assist in the monitoring and facilitation of school groups and committees, such as School Site Council, LCAP, Leadership Team and other committees needed at the site.
- Administer and supervise school site programs such as after-school, summer, Special Education, English Language Learners, environmental and other instructional programs.
- Assist with the principal in the evaluation and revision of curricular and instructional programs in cooperation with administrators, teachers, staff and governing board and committees to ensure that instructional programs meet student needs and school requirements.
- Oversee safety and security and supervision assignments of faculty and staff.
- Assist in coordination and supervision of safety and emergency drills monthly, including fire and disaster drills.



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- Assist in the supervision of students in class, on campus, on field experiences on provide transportation during school hours.
- Support the value of education.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of GCA students.
- Support and model a personal code of ethics aligned with GCA Mission and Vision
- Other duties as assigned by the Principal, or other Administrative Staff

#### REQUIRED SKILLS AND ABILITIES

- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Reacts to change productively and handles other tasks as assigned.
- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Exhibit ability to handle confidential information and materials.
- Ability to work collaboratively with colleagues and administrators.
- Commitment to the success of all students and the GCA mission, vision and values
- Warm, thoughtful, collaborative, and adaptive leader with excellent interpersonal, communication and writing skills.
- Experience with conflict resolution and restorative justice practices
- Demonstrates clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of school, students, staff, and community.
- Proficient use of instructional technology and student information systems for (reporting, scheduling, master schedule, etc.) and other student data systems to retrieve, analyze and deliver reports.
- A passion for improving schools in low-income communities of color.
- Demonstrated leadership capabilities.
- Ability to work with parents/guardians, students, faculty, post-secondary educational representatives, community partners as well as school community groups.
- Knowledge of school graduation requirements and parallel entrance requirements for post-secondary institutions
- Ability to understand the unique social-emotional and developmental needs of individual students.
- Maintain confidentiality of student records and classroom information in accordance with legal requirements and GCA policies.



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#### **EDUCATION AND EXPERIENCE**

- Master’s degree required.
- Administrative Services credential required (from an accredited college or university)
- Relevant teaching experience highly desirable
- Bilingual preferred
- Proficiency in the native language(s) of the local community strongly preferred.
- Excellent organizational, planning, and implementation skills
- Ability to communicate and interact effectively with multiple constituencies.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 15 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend.
- Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites (as needed).
- Indoor/outdoor work environment