

# California Military Institute

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Board Approved: April 21, 2010  
Revisions Approved: August 19, 2015  
Salary Schedule: 817; Row: 1

California Military Institute provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and California Military Institute policy. A physical examination and drug screen may be required of all finalists before employment.

## **JOB TITLE: ASSISTANT PRINCIPAL/EXECUTIVE OFFICER**

**JOB PURPOSE STATEMENT:** As an employee of the California Military Institute, a California Charter school, and at the direction of the Principal, supervises cadet activities and academic programs; and serves as an administrator assisting the Principal in areas of attendance, school discipline, supervision of instruction and general administrative duties as assigned.

## **JOB FUNCTIONS:**

- Supervises, observes and evaluates credentialed staff
- May supervise, observe and evaluate classified staff
- Participates and leads in staff development opportunities for staff members
- Supervises and coordinates special programs including, but not limited to, Special Education and the creation and administration of 504 plans.
- Maintains effective written and oral communication with the Principal/Commandant and all staff members
- Responsible for the maintenance of the good order and discipline of the California Military Institute and assists with the effective implementation of all programs and policies as directed by the Principal/Commandant.
- Insures fair and equitable compliance with CMI Regulation 2-1 (Employee Personnel Management Regulation).
- Oversees the program of extra-curricular activities.
- Provides leadership in the selection, assignment and evaluation of staff members.
- Fosters positive school and community relations.
- Assumes responsibility for the organization and scheduling of California Interscholastic Federation athletic events.

JOB FUNCTIONS – continued

- Coordinates use of facilities and facility related issues.
- Works closely with the Principal, Director of Maintenance and Operations and others in the development and maintenance of safe, standardized and quality facilities; promotes proper cadet respect for school property.
- Oversees the Cadet Activities Committee (CAC) and collaborates with the staff sponsor to insure compliance with accounting and procedural requirements for the CAC.
- Assists the Principal in the areas of attendance, student discipline, supervision of extra-curricular programs, clubs, the cadet activities committee and general administrative duties as assigned.
- Develops effective working relationships with cadets, staff and the school community.
- Maintains effective discipline within the Corps of Cadets.
- Knows the Cadet Code of Conduct, the General Orders for Discipline and other applicable policies related to cadet behavior and general discipline.
- Communicates verbally and in written form in a clear, concise and correct manner.
- Uses e-mail and other electronic communication methods effectively.
- Knows and uses computer programs including, but not limited to, Excel, Word, PowerPoint, and Outlook.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education/Credentials

- Master's Degree from an accredited institution of higher learning is preferred
- Doctorate Degree Desirable

Experience:

- Minimum of five years experience in teaching, counseling, librarian, or psychologist; however, some teaching experience is preferred.
- Prior military experience is preferred

Licenses, Certifications, Bonding and/or Testing:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential (s)
- Valid California Driver's License or ability to obtain one
- TB test clearance
- Drug/Alcohol Clearance
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position