



## Job Description

<b>Title: Small School Administrator: Vice Principal of Riverview International Academy – Lead Administrator of Eucalyptus Hills</b>	<b>FLSA Status:</b>	<b>Created:</b>
<b>Supervisor: Principal and Assist. Supt. Educational Services</b>	<b>Supervises: Certificated and Classified Staff</b>	<b>Revised:</b>
<b>Department:</b>	<b>Bargaining Unit:</b>	<b>Approved:</b>

### JOB SUMMARY:

Under direction from Assistant Superintendent, Educational Services and the Principal of Riverview International Academy, the Small School Administrator serves as the site administrator and instructional leader. Administers school-wide curriculum and all phases of the instructional program and management of the facility. The Small School/Lead Administrator provides leadership, administrative, and supervisory skills for the educational development of students as well as to promote parent and community involvement.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: Eucalyptus Hills:

- Role: EH Lead Administrative Role
- Work closely and cooperatively as a member of the district management team.
- Attend Back to School Night and any other after school events.
- Be on call for emergencies on days you are not on campus.
- Be available for teacher emergencies on days you are not on campus.
- Conduct regular visits to classrooms.
- Support new teachers.
- Manage discipline issues.
- Lead and monitor implementation of curriculum alignment with State Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
- Provide leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range plans.
- Plan and attend staff meetings.
- Plan, organize and implement a school wide program for the supervision, control, safety and security of students, buildings and grounds.
- Acknowledge accomplishments of staff members and students.
- Develop school goals and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- Provide activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Develop, maintain and oversee the school's budget.
- Maintain inter-school system communication and implement emergency communication procedures.
- Plan, coordinate and evaluate the work of credentialed staff members at the school site.
- Plan, coordinate, and evaluate the work of the classified staff.
- Attend professional meetings and other meetings regarding district business, SST's, IEP's, etc.
- Evaluate student progress in the instructional program.
- Manage, direct, and maintain records on the materials, supplies and equipment which are necessary to carry out the daily school routine.
- Ensure that students are not left in the classroom at any time without teacher supervision.
- Meet with students and parents concerning student issues.

- Plan and supervise fire drills and an emergency preparedness program as required by law.
- Serve on school and district committees and organizations to assure the interests of the school are properly served.
- Develop school SPSA and annual update

**ESSENTIAL DUTIES AND RESPONSIBILITIES: Riverview International Academy**

- Role: Vice Principal, Riverview International Academy
- Under direction of the principal of Riverview International Academy, fulfill all the responsibilities listed above.

**OTHER DUTIES:**

- Perform related duties as assigned.

**Education and Experience:**

**Licenses/Certificates**

- Administrative Services Credential
- Supporting credential for Administrative Services Credential
- Class C Driver's License

**Experience**

- Two-three years' site administration experience is desirable