

Vice Principal

SUMMARY

Under the direction of the Principal, directs the school-wide program of curriculum and instruction; manages and oversees school program evaluation, budgeting, purchasing, curriculum development, and master scheduling. The Vice Principal assists in maintaining a safe, caring, student-centered environment that promotes high academic and ethical standards among staff and students. Through the Vice Principal's leadership, all staff will recognize that the sole purpose for the school's existence is the academic success of all students and the focus of all decisions should be predicated on that precept. The Vice Principal operates within the framework of District policies adapted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Code of Regulations, Title V, and the rules and regulations of the State Department of Education.

REPRESENTATIVE DUTIES

- Assist the principal in the supervision and instructional program at a school site.
- Lead new teacher induction and support.
- Lead and monitor implementation of curriculum alignment with State Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
- Assist in the direction of budgeting and purchasing of instructional supplies and equipment.
- Assist in the development of the master teaching schedule.
- Assist in assignment classrooms for instruction.
- Assist in the direction of the school's in-service and staff development program.
- Assist in the planning and administration of program evaluation and assessment, such as the STAR Testing Program and Advanced Placement.
- Support the principal in providing for the improvement of learning for every student.
- Supervise school auxiliary services, including student safety programs, testing programs, library/media learning center services, textbooks and multimedia supplies and equipment.
- Coordinate the services of in-school and district resources such as counselors, psychologist, nurse substitutes and other support staff.
- Assist in the coordination of the school's co-curricular and extracurricular programs and activities.
- Maintain professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.
- Participate in emergency response activities as necessary.
- Assist in the interpretation and implementation of the school instructional program and the ongoing process of assessing student needs.

- Assist teachers in providing optimal learning opportunities for students.
- Serve on school and district committees and organizations to assure the interests of the school are properly served.
- Assist in maintaining the accuracy and integrity of the school budget.
- Assist in evaluating and supervising members of the staff, and provide counseling to improve employee performance and to encourage professional development.
- Confer with students, parents, teachers, law enforcement officers, and representatives of social welfare agencies to resolve individual pupil academic and behavioral problems.
- Assist in monitoring of extracurricular sport and student activities at the school site.
- Provide leadership/direction to student government and student council activities.
- Maintain awareness of educational trends and developments as they relate to school program development.
- Establish and maintain guides for proper student conduct and enforce discipline as necessary, consistent with the due process rights of students.
- Monitor campus supervision and student discipline procedures.
- Promote a feeling of unity and spirit among the student body.
- Acknowledge accomplishments of staff members and students.
- Respect and maintain professional and student confidences.
- Establish, maintain and nurture effective working relationships with parents, community members, students, and school related outside agencies.
- Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information to allow parental monitoring.
- Supervise extra-curricular activities.
- Attend professional meetings and other meetings regarding district business, SST's, IEP's, etc.
- Evaluate student progress in the instructional program by discussions with teachers, counselors and review of student records.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Maintain awareness of community resources available to assist students.
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Community relations.
- Curriculum development and supervision.
- Instructional supervision.
- Classroom procedures which promote appropriate student conduct and

motivation for student learning.

- Applicable sections of the State Education Code and other applicable laws.
- Current trends and research concerning the growth and development of children.
- Standardized student testing requirements.
- School improvement programs.
- No Child Left Behind Act requirements.

Ability to

- Assist the principal in adapting school curriculum plans to meet different needs for learning.
- Assist the principal in creating an instructional program and a class environment favorable to learning and personal growth.
- Monitor children on the school site.
- Schedule classes and assign students and teachers according to regulations.
- Display the use of good judgment in making decisions.
- Respond to the changing rules and regulations related to education and curriculum.
- Work independently with little direction and provide work direction to others.
- Develop and provide effective presentations to the public.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality.
- Analyze and evaluate data for specific use.
- Effectively work in a demanding environment.
- Send and receive emails and research information through the Internet.
- Operate a computer and use related software.
- Attend conferences and workshops to maintain current knowledge of regulations and requirements and best practices.
- Direct and evaluate the performance of assigned staff.
- Supervise, evaluate and discipline subordinates.
- Interview and select employees and recommend termination and disciplinary actions.
- Work collaboratively in a team environment.
- Work effectively with students and their parents.
- Maintain consistent, punctual and regular attendance.
- Monitor children in classrooms.
- Develop and manage budgets.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy

EMPLOYMENT STANDARDS

Licenses/Certificates

- Class C Drivers License is required
- Administrative Services Credential is required