

TITLE: VICE PRINCIPAL

QUALIFICATIONS:

1. California administrative credential authorizing service in area of assignment
2. Demonstrated skill in working with pupils, parents and staff
3. Successful public school teaching experience required
4. Experience as counselor or specialist desirable
5. Master's degree desirable

REPORTS TO: Principal

FUNCTION: To supervise assigned schools with particular emphasis on improving school management and supervision of instruction

SUPERVISES: Staff as assigned

RESPONSIBILITY:

1. Carries out assignments which grow out of special needs in particular school setting to which he or she is assigned
2. Provides immediate and long-range student control
3. Makes recommendations to principal for suspensions
4. Refers students to counselors and nurse
5. Makes home calls
6. Works with parents, community groups and organizations
7. Identifies needs, and works with pupils, teachers, and parents in adjustment of pupils and planning of effective home-school relations
8. Acts as temporary head of building in absence of principal
9. Assists with enforcement of the laws relating to compulsory education, coordination of child welfare and attendance activities involving the school and home, and school adjustments
10. Assists with advancement of staff in areas of test techniques, group and individual needs, behavior modifications; releases other personnel in cases of emergency for short periods of time
11. Processes referrals, gathers data, keeps records and makes reports as required

AUTHORITY:

1. Provides assistance to school community through authority of principal in all areas of responsibility

12. Is responsible for student placement, orientation, welfare, group activities, homeroom and work permits as assigned by principal
13. Assists staffs in promoting coordinated educational program
14. Organizes and directs student activities
15. Assists with yard supervision
16. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 21

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable