

VICE PRINCIPAL, MIDDLE SCHOOL

PRIMARY FUNCTION:

Under the immediate supervision of the Principal, shall share responsibility for the educational program including organization, administration, and supervision of instruction and discipline at the school.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

Instructional Management

1. Assist teachers with curriculum development and lesson plans when needed.
2. Assist the principal in the improvement of the total educational program within the school by visiting classrooms, conferring with staff, and giving guidance in curriculum improvement and assisting in the selection and use of instructional materials.
3. Collect and analyze data to facilitate the development of Strategic, Measurable, Attainable, Results-oriented, Time-bound (SMART) goals and evaluate pupil progress and program effectiveness.
4. Establish, communicate and promote high expectations for all students and staff regarding academic performance and responsible behavior.
5. Participate in and support the work of Professional Learning Communities.

School or Organization Improvement

1. Assist the principal in creating and communicating a common vision for school improvement.
2. Assist the principal in developing and setting annual school performance goals, based on data, with input from stakeholders and based on data.

3. Identify, analyze, and apply research findings to promote school improvement.

Personnel Management

1. Adhere to contract agreements when establishing practices and solving problems.
2. Assist the principal with interviews and selection of staff; assist the principal with staff orientations regarding school vision, policies and instructional program.
3. Assist the principal with setting expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
4. Direct and supervise the activities of staff in the performance of their duties to ensure the educational program is implemented successfully.
5. Monitor employee performance, complete evaluation documentation, and follow due process in disciplinary matters.

Management of Fiscal, Administrative, and Facilities Functions

1. Assist the principal in operating a clean, orderly and safe campus.
2. Report to the principal and/or a member of Cabinet any exceptional occurrence or situation (e.g., police activity, major student injury) as soon as possible.

Student Management

1. Assist staff with developing and monitoring pupil behavior contracts to improve student conduct.
2. Assist the principal in developing a school-wide discipline management system that results in positive student behavior and enhances the school climate.
3. Collaborate with counselors and community support services to ensure student success.
4. Coordinate with staff members and social agencies to assess and assist students and parents solve health, attitudinal and learning problems.
5. Oversee the discipline management system and ensure equity and fairness in dealing with student discipline.
6. Represent the school at meetings regarding student success and discipline (e.g., District Behavior Support Team (DBST), School Attendance Review Team (SART), Administrative Review Panel (ARP)).
7. Supervise students in class and out-of-classroom activities, including before and after school supervision, and evening events.
8. Use conflict resolution techniques and conduct conferences to resolve student and school issues with parents, students, and staff.

9. Work closely with the principal with activities involving critical decisions such as suspensions, expulsions, student progress and adjustment, guidance and counseling matters and other pupil/parent relationships that are delicate in nature.

School or Community Relations

1. Encourage community and parent involvement through positive interaction and activities.
2. Maintain visibility and accessibility to encourage communication.
3. Promote excellent public relations in the school and community through proper interpretation of the educational program.

Professional Growth and Development

1. Assist the principal with professional development activities.
2. Confer with staff members regarding their professional growth; support development and implementation of improvement goals.

Other

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and classroom performance.

EXPERIENCE:

Five years teaching experience in a public school setting. Participation in site leadership activities and/or administrative intern program preferred.

EDUCATION/CREDENTIALS:

Bachelor's degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Master's degree in Educational Administration or Educational leadership, and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.
- Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

Physical Abilities:

- Bending at the waist, kneeling, or crouching to assist students.
- Following training, restrain students who are physically aggressive.
- Hearing and speaking to exchange information and make presentations.
- Lifting books, materials, equipment to execute lessons and presentations.
- Seeing to read, prepare and review a variety of activities and to monitor student activities.
- Sitting or standing for extended periods of time.
- Walking extended lengths to move around campus and community.

Hazards:

- Potential exposure to communicable diseases and contact with blood and other body fluids.
- Potential exposure to physical injury from aggressive behavior.