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| Position: Vice Principal – Elementary | Board Approved: 5/6/08 |
| Salary Grade: Certificated Administrative | FLSA: Exempt |

Summary

Support the principal in providing leadership at the school site by providing curriculum and instruction leadership, maintaining overall school site operations; receiving, distributing and communicating information to enforce school, District and State policies; maintaining safety of school environment; coordinating site activities; communicating information to staff; and addressing situations, problems and/or conflicts that could negatively impact the school.

Essential Duties and Responsibilities

- Plan, organize, control and direct instructional activities, extracurricular events, special programs and school site operations at an assigned District elementary school.
- Confer with District Office personnel regarding staff, programs, students, finances and legal requirements.
- Implement and modify the school's mission, goals, objectives and programs as needed. Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty, Counselors and other staff as appropriate to meet school objectives.
- Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance. Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.
- Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements.
- Analyze data and develop and implement plans for instructional improvement growing out of program assessment.
- Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Conduct articulation activities with District middle schools and high schools; develop and direct an orientation program for new students.
- Supervise or provide for supervision of students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines. Assure the health, safety and welfare of student.
- Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
- Coordinate the maintenance and operations of the school site; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Attend, conduct and chair a variety of meetings with faculty, parents and community

- representatives; conduct student/parent appeals; attend IEP and other meetings as assigned.
- Respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
- Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.
- Direct the maintenance of comprehensive files pertaining to school personnel, site facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.

Qualifications

▪ **Knowledge and Skills**

Comprehensive organization, activities, goals and objectives of a District middle school. School law administration, applicable sections of the State Education Code and other applicable laws. State and local curriculum requirements. Board and District policies, procedures and regulations. Labor relations law and employee contracts. State school site requirements. Budget preparation and control. Principles and practices of administration, supervision and training. Interpersonal skills using tact, patience and courtesy. Oral and written communication skills. Public speaking techniques. Basic computer operation.

▪ **Abilities**

Plan, organize and direct the operations and personnel of an assigned middle school. Disaggregate school performance data for purposes of program improvement and implementation of school-wide reform. Organize, direct, evaluate and supervise assigned certificated and classified staff. Direct personnel, the school site, budget, student services and activities, curriculum instruction, communications and articulation. Establish, coordinate and maintain communication with community and parent groups. Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws. Analyze situations accurately and adopt an effective course of action. Complete work with many interruptions. Read, interpret, apply and explain rules, regulations, policies and procedures. Communicate effectively both orally and in writing. Prepare and deliver oral presentations. Maintain consistent, punctual and regular attendance

▪ **Physical Abilities**

Hear and speak to exchange information and make presentations. See to monitor students and read a variety of materials. Move hands and fingers to operate a computer keyboard. Sit or stand for extended periods of time. Bend at the waist, kneel or crouch.

▪ **Education and Experience**

Any combination equivalent to: bachelor's degree and five years of classroom experience.

▪ **Licenses and Certificates**

Possession of a valid California Administrative Services Credential issued by the California commission on Teacher Credentialing. Valid California Class C driver's license and proof of insurance required.

▪ **Working Conditions**

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.