

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

VICE PRINCIPAL, ELEMENTARY SCHOOL

Title:	Vice Principal, Elementary School	Reports To:	Principal
Department:	Academic Achievement & Accountability (AAA)	Work Year:	210 Days per year
Classification:	Certificated Management	Salary:	See Certificated Management Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under general supervision of the school principal, assists in the operation of the school, with the operation of the school plant, in the planning and direction of the instructional program, with all activities involving students and staff, and promotes strong public relations between the school and the community.

REPRESENTATIVE DUTIES:

- Use effective planning strategies, student performance data and the resources of staff, community, and students in formulating and addressing school improvement objectives and district goals. *E*¹
- Assist in the administration of school site programs and interpret these programs to the parents and community. *E*
- Assist in the implementation of district adopted curriculum. *E*
- Use instructional supervision to assist teachers in maintaining and in improving teaching skills. *E*
- Assist in promoting the continuous growth of staff by means of on-site, in-service programs and by promoting staff participation in the district's in-service programs. *E*
- Assist in the selection, supervision and performance evaluation of all assigned personnel according to district adopted guidelines and procedures. *E*
- Assist in the promotion of a school-community climate which encourages cooperation, accountability, shared decision-making, and effective problem-solving, and which fosters ownership of the school program by means of student curriculum meetings, staff meetings, SIP council meetings, PTA meetings, Chapter 1 meetings, etc. *E*
- Assist in the promotion of the positive student conduct, along with constructive discipline procedures and guidance programs, which foster student growth and proper use and care of materials, buildings and grounds. *E*
- Act as the principal in his/her absence. *E*
- Performs other duties as assigned by the principal.

¹ Essential duties as required by the American Disabilities Act

EDUCATION AND EXPERIENCE:

- Graduate training with a Master's degree.
- Proven successful teaching and a minimum of two years of demonstrated leadership ability required.
- Possession of an earned, valid California Administrative Credential and/or appropriate Supervision Credential or eligibility of a valid California Administrative and/or Supervisor Credentials.

KNOWLEDGE, SKILLS AND ABILITY:

KNOWLEDGE OF:

- Research findings and recent trends in the education of elementary school pupils.
- Organization, activities, goals and objectives of the District's elementary school instructional program.
- School law administration and 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 plant facility 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 and public presentation techniques.

ABILITY TO:

- Plan, organize and direct the operations, plant and personnel of an assigned school.
- Organize, direct, evaluate, train, and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.
- Plan and direct the budget and business operations of the school.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- 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.
- Communicate in Spanish is highly desirable.

WORKING CONDITIONS:

Environment: Office and School environment, subject to constant interruptions and driving to off-site locations to conduct work.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	2
Twist	3	Lift/carry 11-25 lbs	2
Squat	3	Lift/carry 26-40 lbs	2
Kneel	3	Lift/carry 41-100 lbs	2
Climb	2	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	4	Sit	4
Extend/Flex Neck	3	Drive	4
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is in compliance with ADA requirements.

Approved by: Rose Peppin
 Rose Peppin, Assistant Superintendent of HRS

Date: 1-26-07