

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

VICE PRINCIPAL, HIGH SCHOOL

Title:	Vice Principal, High 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 the direction of the High School Principal, assists the Principal in the operation of the school, in planning and direction of the instructional program and with all activities involving students and staff. The Vice Principal works cooperatively with all district personnel in the accomplishment of goals of the school and the district, as well as promotes strong public relations between the school and the community. He/she assists with the operation of the school plant.

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*
- Build and manage the Master Schedule, coordinate all data processing functions relative to scheduling, work with counselors on matters concerning schedule and program changes, and coordinate all mandated testing. *E*
- Assist in the implementation of district-adopted curriculum (e.g. district management system - continua, criterion-referenced tests, student profiles, district frameworks, courses of study, etc.) *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 program. *E*
- Assist in the selection, supervision and performance evaluation of all assigned personnel according to district-adopted guidelines and procedures. *E*
- Assist in promoting a school-community climate, which encourages cooperation, accountability, responsibility, shared decision-making and effective problem-solving and which fosters ownership of the school program by means of department meetings, budget committee meetings, student curriculum meetings, SIP council meetings, etc. *E*
- Use constructive discipline procedure and guidance programs which foster student growth, promote positive student conduct and the proper use and care of materials, buildings, ground and equipment. Assist the Assistant Principal/Dean in disciplinary matters when needed or requested. *E*

¹ Essential duties as required by the American Disabilities Act

- Assist in the campus supervision of students and in the supervision of students in extra-curricular activities. *E*
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Must possess and maintain a valid California Supervisory or Administrative Credential.
- A Master's degree from an accredited institution of higher learning, preferably in secondary education or administration, or a closely related field.
- Three (3) or more years of successful teaching and administrative experience in secondary education.

KNOWLEDGE, SKILLS AND ABILITY:

KNOWLEDGE OF:

- Research findings and recent trends in the education of high school pupils.
- Organization, activities, goals and objectives of the District's high 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 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.
- Speak in public and give presentations.
- Communicate in Spanish is highly desirable.

WORKING CONDITIONS:

Environment: Office and School environment, subject to constant interruptions and subject to 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	4
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