

Mother McAuley Liberal Arts High School

Job Description

Job Title: Vice Principal

Status: Exempt, Full Time

Reports To: Principal

Prepared by/date: Administration

Approved by/date: Executive Staff

Revision Date: March 5, 2019

Summary: The Vice Principal is responsible for articulating a curricular vision and demonstrating academic leadership, current curricular knowledge, innovation, effective planning and communication. The Vice Principal serves as a member of the Senior Leadership and Administrative Leadership Team, which ensure effective management of the school and promote decision making that furthers educational excellence. The Vice Principal supports the Catholic identity, mission and philosophy of the school.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administrative Affairs:

- Serves as chief administrative officer in the absence of the Principal.
- Represents the school to external and internal publics at the request of the President.
- As a member of Senior Leadership, monitors implementation of the school's *Strategic Plan*.
- As a member of Senior Leadership, helps develop contract and personnel policies.
- With the Principal and Deans, serves on Administrative Leadership Team which manages student life and the school environment.
- Directs the AdvancED accreditation process and serves as administrative liaison to other accrediting agencies.
- Serves as the administrative liaison to groups which the school has cooperative programs, i.e. Saint Xavier University, Brother Rice High School, College Board etc.

Academic Affairs:

- Leads Academic Council (department chairs) by fostering forward thinking, setting high academic standards, evaluating student learning outcomes and providing for faculty professional development, evaluation and supervision.
- With the Principal, plans, executes and evaluates faculty meetings and in-service programs.
- Creates and directs the implementation of the school's *Long Range Academic Plan* and insures progress towards goals.
- Plans and directs the orientation program for new faculty and assists with evaluation of new faculty.
- Directs a process for annual curriculum review, approval of course changes, textbooks and other learning aids.
- Assists in the formulation of the master schedule and the scheduling process.
- Supervises the maintenance of the student records as well as testing, enrollment and faculty statistics needed for reports.
- Directs the testing programs of the school.
- Directs planning for Summer School as well as supervises and evaluates the Summer School Director with the assistance of the Deans.
- Oversees planning for the annual Honors Day assemblies with level deans.

- Recommends retention or dismissal of faculty, maintains documentation and assists with prospective faculty interviews.
- Recommends appointment of Department Chairpersons and evaluates performance.
- Supervises and evaluates the Instructional Technology Specialist, Media Center Clerk, daily substitutes, and Substitute Coordinator.
- Approves requests for professional development days and funding for faculty professional development.
- Collaborates with the Principal on acceptance decisions for eighth grade students.
- Assists in the placement process of incoming first year student issues related to the Academic Program.
- Meets quarterly with the Student Support Team to review student issues related to the Academic Program.
- Assigns faculty supervision duties.
- Approves and maintains the monthly and yearly calendar of field trips, assemblies, and testing dates.

Financial, IT, and Development Affairs:

- Reviews and approves academic budgets and recommends capital expenditures for academic departments.
- At the request of the President, represents the needs of the school to donors and attends fundraising events.
- Collaborates with and directs the integration of instructional technology across the curriculum and within instructional practice
- Oversees the IT infrastructure through third party management

Parents and Students

- Communicates with parents through emails, phone calls and parent meetings regarding academic issues.
- Organizes Parent-Teacher Conferences.
- Attends student programs and activities which relate to academic program or spotlight student extracurricular efforts.

Board of Trustees:

- Attends Board of Trustees meetings (only upon request) and serves as primary liaison to the Academic Affairs Committee of the Board.
- Serves as a member of the Academic Affairs of the Board of Trustees.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Demonstrates clear and effective oral and written communication with faculty and staff.

Work Environment/Physical Demands:

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet. The noise level may range from quiet to noisy depending on the time of day and activities taking place. Temperature is moderate and controlled by building environmental systems.
- Requires grasping, writing, standing, sitting, walking, repetitive motions, listening and

hearing abilities, and visual acuity.

- Must be able to talk and hear continuously in the process of communicating with various targeted audience.
- Vision occurs continuously; the most common vision functions being close vision, distance vision, depth perception, and ability to focus.
- Must be able to sit, stand, walk, stoop, kneel, and reach with hands and arms the majority of the work day. The length of these tasks may vary from day to day depending on the task.
- Requires manual dexterity to use and operate all necessary office equipment. Must be able to reach with hand and arms and carryout movements with wrist and fingers.
- Must be able use hands and fingers to type, press, dial, push, hold, grip, carry, handle or feel work related objects or office equipment such as computers, printers, calculators, keyboards, multi-line touch tone phones, filing cabinets, fax machines, photocopiers, writing instruments and other office equipment as needed.
- Occasionally must be able lift, carry, pull, push, and/or move up to 20 pounds.

Education, Training, Certifications and Licenses:

To perform this job successfully, an individual must have drive for continual learning and ability to apply new knowledge to improve organizational performance and effectiveness. Must be willing to attend job related conferences, symposiums, and training seminars to stay current with new information. Pursuit of advanced educational degree and certifications in job related fields are encouraged.

(NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Administration reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel workload, rush jobs or technological developments).

Please read carefully and check on of the choices below:

__ I have read the job description above. I can perform all the essential functions of the job.

__ I have read the job description above. I can perform all the essential functions of the job with the following reasonable accommodations. (Please list accommodations on the next page)

Employee Name (Print) _____

Employee Signature _____ Date _____

Administrator Signature _____ Date _____

Requested Accommodation(s):

