

HIGH SCHOOL VICE PRINCIPAL

Minimum Qualifications:

The Vice-Principal shall hold valid California teaching and school administration credentials. A Master's Degree is desirable.

Immediate Supervisor:

The Vice-Principal shall be directly responsible to the High School Principal.

Hours and Days of Service:

The Vice-Principal shall provide 210 days of service per year. Normal hours are 8:00 am to 5:00 pm.

Major Duties and Responsibilities:

Works directly with other school personnel, students and parents in all student citizenship problems.

Maintains sufficient records on student citizenship cases and keeps the principal informed through periodic oral and written reports of those student citizenship cases that are of a serious or potentially serious nature and of those cases where suspension has been or will be necessary.

Provides leadership to the staff in developing practices and procedures and procedures leading toward improved student citizenship and character.

Works directly with teachers, students, parents and the Attendance Counselor on problems related to student attendance.

Is in attendance at school dances to assist faculty chaperons with student supervision.

Develops plans for and is in general control of supervision at home football and basketball contests.

Performs other reasonable duties as assigned after consultation between High School Vice-Principal and High School Principal.

Administers and Supervises:

High School-College relations and visitations.

Speech, Music, and Dramatic Productions.

Rally and pep squads.

The annual list of graduating seniors.

Fire drills and civil defense.

Athletic programs.

Club programs.

Fund drives, student body and club finances.

Calendars and daily bulletins.

Baccalaureate and commencement services.

Is in charge of the school in the absence of the principal.