



NOTRE DAME PREPARATORY SCHOOL AND MARIST ACADEMY JOB DESCRIPTION

Job Title: Vice Principal

Report To: Principal-Upper Division

FLSA Status: Exempt

Work Year: 12 Month

Purpose: The Vice Principal works as a member of the Upper Division administrative team to enhance and further the mission, vision and philosophy of the school. The Vice Principal is the pedagogical leader of the school, responsible for faculty, curricular offerings and the academic counseling of students.

Essential Functions:

- Faithfulness to the Mission, vision and philosophy within the school: promoting the Catholic and Marist Orientation of the school.

Leadership Functions:

- Oversee all faculty, as Dean of Faculty in the upper Division
- Oversee the counseling department and Campus Ministry
- Replace principal when necessary
- Maintain a diverse and inclusive learning environment
- Be knowledgeable and informed in implementing pandemic protocols that affect the school's constituents
- Assist principal in hiring, assigning, supervising, evaluating, and dismissing teachers, academic administration, and staff
- Meet regularly with Upper Division department chairs; encourage collaboration with middle and lower divisions
- Collaborate with principal on reviews and updates of the faculty and student handbooks
- Observe, supervise, and evaluate the faculty in conjunction with the principal and department chairs
- Ensure yearly professional development opportunities are available to faculty and staff
- Collaborate with the NDPMA SCECH coordinator in order to support teachers in maintaining their Michigan teacher certification and AoD certification for religion teachers
- Maintain a record of Upper Division faculty absences
- Monitor and assist administrative assistant with scheduling of substitute teachers

Academic Functions:

- Oversee, review and evaluate educational programs of the Upper Division
- Ensures implementation of the MYP (grades 9,10) and DP Programme
- Oversee and assist media specialist with upper division purchases of textbooks and ebooks and their budgets

- Collaborate with principal and master scheduler in student scheduling
- Collaborate with department chairs and teachers on academic course descriptions and syllabi
- Oversee grading and reporting of standards and methods used by faculty
- Collaborate with principal, assistant principals and webmaster on maintaining updated academic catalogs, student handbooks and other materials each year
- Schedule and execute weekly meeting with the NDP counselors to oversee progress reports, report cards and other student records
- Collaborate with assistant principal of attendance in resolving student attendance issues
- Meet with students and families when a student is in academic distress. Create student success/academic probation contracts
- Ensure that academic progress is shared with the athletic department
- Collaborate with AP and IB coordinators and building manager to schedule AP and IB exams
- Schedule semester exams times, locations and proctors
- Oversee academic award program, graduation and other Upper Division events
- Other duties as assigned

Competencies:

1. Problem Solving/Analysis
2. Organization/Collaboration
3. Student/Faculty/Staff Focus
4. Communication Proficiency
5. Management Effectiveness
6. Budget Development
7. Parent relations/conflict resolution

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement

I have received a copy of my job description and understand the requirements, essential functions and duties of the position.

Employee Signature
Vice Principal

Date
Updated March 2021