JOB DESCRIPTION
San Diego County Office of Education

Vice Principal, Elementary School – Monarch School

Purpose Statement

The job of Vice Principal, Elementary School – Monarch School is done for the purpose/s of providing support to the instructional process with specific responsibility for performing a variety of administrative duties to assist the Principal in managing Monarch School, special education programs and services; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students. The Vice Principal, Elementary School – Monarch School will help foster a safe and culturally responsive learning environment for a student population that is comprised mostly of historically underrepresented students and communities. This job reports to the Principal or Assigned Administrator.

Essential Functions

• Assists the principal as an instructional leader for the purpose of ensuring student academic success, enhancing productivity of personnel and achievement of school improvement plan objectives with a concentrated focus on the elementary school population of Monarch School.

• Facilitates the development, implementation and evaluation of instructional programs enhancing excellence, equality and equity for staff and students.

• Facilitates communication between personnel, students and/or parents assisting staff with maintaining appropriate discipline, evaluating situations, solving problems and/or resolving conflicts.

• Develops and implements Behavior Support Plans (BPS)

• Assists staff members with the implementation of IEP meetings to ensure compliance.

• Implements policies, procedures and/or processes providing direction and/or complying with mandated requirements.

• Intervenes in occurrences of inappropriate behavior of elementary school students for the purpose of ensuring the health, safety and welfare of students and staff, assisting students in modifying such behavior and developing successful interpersonal skills.

• Manages and supervises a variety of assigned school administrative functions and subjects of instruction (e.g. student transitions, extracurricular activities, student disciplinary policies, facilities maintenance of one or more building locations, clerical operations, attendance accounting, ordering materials, etc.) enforcing school, county and state policy, and maintaining safety and efficiency of school operations.

• Monitors students in a variety of educational environments (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) providing a safe and secure learning environment.

• Plans, develops or participates as a member or facilitator in meetings, workshops and seminars (e.g. common core standards, behavioral plans, IEPs, staff development, actions
involving outside agencies, parent conferences, etc.) identifying issues, developing recommendations, providing training, conveying and/or gathering information required to perform functions and staying abreast of new trends and innovations in the field of education and administration within the elementary school environment.

- Performs personnel administrative functions (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, etc.) maintaining adequate staffing, enhancing productivity of personnel and ensuring effective operations of the school.

- Designs, coordinates, and implements professional development for primarily K-5 teachers that includes ongoing training on Multi-Tiered System of Supports (MTSS), Positive Behavioral Interventions (PBIS), and trauma informed care.

- Prepares and maintains a wide variety of documents, reports and written materials (e.g. attendance reports, recommendations, procedures, correspondence, master schedules, observations write-ups, staff and student disciplinary documents, improvement plans, etc.) for the purpose of documenting activities and issues, implementing and maintaining programs and services, providing written reference, and/or conveying information.

- Represents Principal in their absence for the purpose of ensuring efficiency of school operations and conveying and/or gathering information required for their functions.

- Responds to difficult questions, inquiries, and complaints from internal and external parties (e.g. parents, students, teachers and officials from other school districts and agencies, general public, etc.) identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

- Supports the principal providing assistance with administrative functions and maintaining overall school operations and programs concentrated in the elementary school population.

- Teaches elementary school classes as required instructing students, improving their success in academic, interpersonal and daily living skills through a defined course of study.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies; analyzing data; applying curriculum and instructional techniques; counseling and mentoring employees; enforcing discipline policies; enforcing rules and regulations.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job
include: pertinent codes, policies, regulations and/or laws; conflict resolution, restorative practices, trauma informed practices; bookkeeping principles, and concepts of management and supervision; business telephone etiquette; practices of personnel administration; school safety and security practices; stages of child development. Knowledge of Multi-Tiered System of Supports (MTSS), Positive Behavioral Interventions (PBIS), and trauma informed care; teaching skills to identify and interrupt behaviors and practices that harm historically underrepresented students and communities; how to create safe and culturally responsive learning environments. Knowledge of the elementary school population and environment. Knowledge of English Language Development required.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

Responsibility
Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience
Four (4) years of effective elementary school teaching experience that includes both instructional and leadership experience. Experience conducting IEP Meetings. Experience with Multi-Tiered System of Supports (MTSS), Positive Behavioral Interventions (PBIS), and trauma informed care is required. Elementary school experience required. Experience working with English Language Development (ELD) students required.

Education
Masters degree in education, education administration or closely related field.

Equivalency
A combination of education and experience equivalent to four (4) years of effective elementary school teaching experience that includes both instructional
and leadership experience. Experience conducting IEP Meetings. Experience with Multi-Tiered System of Supports (MTSS), Positive Behavioral Interventions (PBIS), and trauma informed care is required. Elementary school experience required. Experience working with English Language Development (ELD) students required.

**Required Testing**

**Certifications**
- Valid California Administrative Services Credential
- Valid California Multiple Subject Teaching Credential
- Valid CLAD certification/EL Authorization
- Driver’s License & Evidence of Insurability

**Continuing Educ./Training**
- Maintains Certificates and/or Licenses

**Clearances**
- Criminal Justice Fingerprint/Background Clearance
- Tuberculosis Clearance

**FLSA Status:** Exempt
**Salary Grade:** Certificated Management, Grade 045
**Established:** 02/2020
**Revised:** N/A
**Approved by:**

[Signature]

Dr. Olivier Wong Ah Sun
Assistant Superintendent, Human Resources