



SAN DIEGO COUNTY OFFICE OF EDUCATION
Certificated Classification

CLASS TITLE: VICE PRINCIPAL- SELPA

DEFINITION:

Under the direction of an assigned Principal or Director, performs a variety of administrative duties to assist the Principal in managing an assigned schools(s), assuming the duties of site administrator as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from assigned designated administrator. Exercises general supervision of assigned staff.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Recommend and assist in the implementation of goals and objectives for the educational services for SELPA program school sites.

Supervise assigned services or subjects of instruction.

Assign, supervise, and evaluate paraprofessional personnel, substitute teachers and volunteers.

Evaluate or assist the principal in evaluating certificated and classified staff.

Assist in coordinating and supervision of support activities necessary to ensure the efficient operation of the school program, including instructional assistance, facilities maintenance, clerical operations, attendance accounting, and ordering materials and equipment.

Assist in curriculum development and design and implementation; assist in site-level implementation of instructional programs.

Assist in the assignment of students to appropriate classes; participate in the development of master class schedules.

Coordinate educational and school programs with the local school districts comprising the SELPA, and community-based organizations and agencies as appropriate.

Assist in planning, preparing, and monitoring budgets for assigned schools.

Plan, organize, direct, and participate in disciplinary actions; develop and implement programs and incentives to promote and improve student attendance and conduct.

Ensure the health, safety, and welfare of students and staff.

Supervise, select, assign, and evaluate the performance of designated personnel.

Prepare a variety of reports regarding student attendance, enrollment, coursework, and conduct.

Plan, organize and supervise program of extracurricular activities.

Confer with pupils, parents, teachers, law enforcement officers and representatives of social welfare agencies to resolve pupil academic, attendance and behavior problems.

Develop and administer disciplinary procedures in accordance with established policies; process disciplinary referrals; confer with students, parents, teachers, and community agencies.

Communicate and confer with community agencies and authorities regarding school activities, programs, and students.

Assist teachers in maintaining appropriate discipline as required.

Attend and participate in professional meetings; stay abreast of new trends and innovations in the field of education and administration.

Respond to difficult questions, inquires, and complaints from parents, students, teachers and officials from other school districts and agencies.

Teach classes as required.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Comprehensive organization, activities, goals and objectives of SELPA programs and services; applicable sections of the state and federal regulations; state and local curriculum requirements; curriculum and program design; SDCOE policies and administrative regulations; principles and practices of administration, supervision and training.

ABILITY TO:

Lead the implementation of research-based teaching practice, and to coach teachers in the implementation of strategies what lead to improvement of instruction; analyze school achievement data and lead staff in evaluating and modifying instructional practices to accelerate students' academic achievement; manage resources in support of instructional goals; conduct observations of instructional practices and student learning in classrooms and provide follow-up feedback to all teachers as their support and coach; plan and organize work; meet schedules and timelines; maintain record; read, interpret, apply, and explain rules, regulations, policies and procedures; communicate with others for the purpose of providing information, developing plans for services, and/or making recommendations; prepare a wide variety of written materials; present information for the purpose of communicating information, gaining feedback and

ensuring adherence to established internal controls; demonstrate non-judgmental cultural and linguistic sensitivity; work effectively with at risk student in a multicultural environment; communicate effectively orally and in writing in an informative and motivational manner; exercise professional judgment in making decisions.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited college or university including course work in instructional leadership and/or organizational change; four years of effective teaching experience that includes instructional and leadership experience; thorough knowledge of instructional strategies.

LICENSES AND OTHER REQUIREMENTS

California Administrative Services (K-12) Credential; California Teacher's Credential; Valid California driver's license.

Established	Revised	FLSA Status	Job Code	Salary Range
04/2006	04/2015	Exempt		M 45

Approved: 
Assistant Superintendent, Human Resources

Date: May 6, 2015