



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Vice Principal      **OFFICE/CAMPUS:** Vice Principal/Sagert High School

**REPORTS TO:** Principal      **STATUS:** 12 months (exempt)

### PRIMARY PURPOSE:

- Under the direction of the high school principal, the vice principal will assist with administrative responsibilities that increases the scope of support to students, teachers, and parents.

### ESSENTIAL DUTIES/FUNCTIONS:

- Assist the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.
- Assist the principal in developing and maintaining an effective educational program consistent with HBA's mission and philosophy, policies and goals of the Board of Directors.
- Assist the principal in the transformation of HBA's culture into a results-oriented collaborative learning community.
- Assist the principal in the collaborative development, implementation, and ongoing refinement of the school's Strategic Master Plan and serve as an integral team member for the school's accreditation process.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, feedback, documentation, and follow-up conferences.
- Assist the principal in implementing an induction program for beginning teachers.
- Works with faculty to ensure that the discipline code is consistently and fairly enforced and carries out disciplinary consequences for students who violate student code of conduct.
- Confer with students, parents, and teachers to resolve problems which inhibit learning.
- Advises teachers regarding classroom management and student discipline.
- Supervises the reporting and monitoring of student attendance with follow up student/parent contact where necessary.
- Supervises the Student Services Secretary in the maintenance of accurate school discipline records regarding demerits, communicating with students, counselors, parents, and maintaining accurate student files.
- Develops procedures to protect and enhance student safety.
- Coordinates, conducts and compiles student school climate survey.
- Supervises the Student Services Secretary in the maintenance of accurate student attendance records for use in producing report cards and management reports.
- Conducts safety drills (i.e. fire, lockdown, etc.) and submits reports.
- Coordinate procedures with the crisis management manager to be used in event of school crisis and provide leadership in the event of such incidents.
- Investigate student accidents and other accidents and take appropriate actions
- Coordinate and direct the Registrar in maintaining accurate student attendance records in the Win School database for use in producing report cards and management reports.
- Supervises the front office staff.

### OTHER DUTIES/FUNCTIONS:

- Member of the Safety Committee; coordinates emergency evacuation procedures and drills

- Attend regularly scheduled and special meetings.
- Other duties as assigned.

**CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God’s creation, and by using our talents and resources to work toward the good of humanity.

**WORKING CONDITIONS:**

- Equipment Use: LAN-based computer with keyboard and monitor, facsimile machine, photocopier, electric typewriter, and multi-line push button telephone.
- Work Hours: 7:30 a.m. - 4:00 p.m., Monday – Friday (8 hours/day). Some weekday after-hours and weekend work maybe required.
- Mental Demands: High attention to detail.
- Physical Demands: Majority of the job is spent sitting in a confined position. Most of the work requires periodic visual/mental concentration on work demanding precise eye/hand coordination. Daily monitoring of the campus. As needed, classroom visitations to support the school’s goals and objectives.

**QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Experience in and an understanding of high school curriculum; Demonstrable computer skills; familiar with Windows software environment. Effective written and verbal communication skills. Ability to work with a variety of people; team player. Knowledge of school policy (i.e., disciplinary system, clubs program).
- Education/Training: Masters of Education (preferably in Leadership/Administration) or successful completion of a “cohort” educational administration program. This requirement may be substituted with three (3) years of school-level administration experience (preferably at the middle or high school level).
- Experience: Minimum of five (5) years of classroom instruction (preferably at the high school level). Minimum of two (2) years in an educational leadership role, such as a Department Chair or Academic Coach.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.