

JOB DESCRIPTION
San Diego County Office of Education

Vice Principal, Monarch School

Purpose Statement:

The job of Vice Principal, Monarch School is responsible for providing support to the instructional process with specific responsibility for performing a variety of administrative duties to assist the Principal in managing the 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, 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.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

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.
- 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 K-12 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 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 K-12 teachers and staff 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.
- Teaches K-12 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

Knowledge and Abilities

KNOWLEDGE OF:

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

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;

Practices of personnel administration;

School safety and security practices;

Stages of child development;

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;

Safe and culturally responsive learning environments;

English Language Development practices.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;
Schedule activities, meetings, and/or events;

Gather, collate, and/or classify data;

Use basic, job-related equipment;

Flexibility is required to independently work with others in a wide variety of circumstances;

Work with data utilizing defined and different processes;

Work with a significant diversity of individuals and/or groups;

Analyze issues and create action plans;

Problem solve with data frequently requires independent interpretation of guidelines;

Communicate with diverse groups;

Maintain confidentiality;

Set priorities;

Work as part of a team;

Work with frequent interruptions;

Create a positive school climate for students, staff and community;

Adapt to changing work priorities.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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 sitting, walking, and standing. The job is performed under minimal temperature variations and in a generally hazard free environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Experience Four (4) years of effective 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. Experience working with English Language Development (ELD) students required.

Education Master's degree in education, education administration or closely related field.

Equivalency A combination of education and experience equivalent to a master's degree in education, education administration or closely related field and four (4) years of effective 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. Experience working with English Language Development (ELD) students required.

Required Testing

N/A

Certifications, Licenses, Credentials

Valid California Administrative Services Credential

Valid California Multiple Subject Teaching Credential

Valid CLAD certification/EL Authorization

Valid California Driver's License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 045

Approval Date: 02/2020

Approved by:



Dr. Olivier Wong Ah Sun, assistant superintendent
Human Resource Services

Revised: 8/2023