

POSITION TITLE: Vice Principal - Secondary

DEFINITION:

Functions as administrative and executive assistant to the school principal.

DIRECTLY RESPONSIBLE TO:

School Principal

SUPERVISION OVER:

Certificated, classified, and volunteer personnel, as assigned by the school principal.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to:)

1. Assists the school principal in all activities related to the school's curriculum, programs, personnel, and facilities, as assigned.
2. Assumes assigned responsibility for curriculum development, including instructional materials and supplies, audio visual aids, library books, and textbooks.
3. Coordinates various school activities; such as, assembly programs, commencement exercises, contests, year books, newspapers, and achievement awards.
4. Administers student discipline programs, as assigned, including student counseling, parent and teacher conferences, and liaison with local law enforcement and social service agencies.
5. Participates in assigned administrative procedures and reports; such as attendance, insurance, health, and various periodic fiscal reports.
6. Assists in the selection, employment, and performance evaluation of certificated personnel in the school; includes employment interviews, classroom visits, inservice training, student-teacher and teacher observation plans.
7. Coordinates safety and health care services and activities, as assigned; such as civil defense programs, evacuation drills, and violence prevention and control.
8. Acts as co-chairperson and/or representative for various general public relations functions, school and community activities, such as awards night, back to school night, open house, parent and community activities, and special events.
9. Assists in assigned responsibilities for the maintenance of the school's equipment, facilities, and general premises.
10. Participates in the organization and implementation of extra-curricular activities, as assigned, making certain that events are conducted in an orderly manner, disturbances are quelled, crowds are controlled, and safety and health precautions are followed.
11. Administers student activity program, including student government activities, student body budgets, and assists with the total supervision, of all school public performances.
12. Performs other duties as assigned.

QUALIFICATIONS:

Training, Education and Experience: Must possess a valid and appropriate administrative credential.

Knowledges and Skills: The vice principal should have knowledge of learning theories, human needs, motivation theory, school budgeting, administration of applicable policies and supervision of personnel.

Physical Characteristics: (consideration will be given to reasonable accommodation:) *Sufficient vision to read printed material; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car; *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of a valid California driver's license; willing to work additional hours periodically; willing to travel locally.

Board Approved: 4/71
Adopted by Board: 4/71