MT. DIABLO UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL, MIDDLE SCHOOL

Primary Function

Assists the Principal with the planning, organization, and administration of the school and the educational program. As assigned, assumes specific responsibilities related to guidance, discipline, supervision, student activities, and campus safety. May, as assigned, assume responsibility for curriculum development, instructional program leadership, community relations, and staff inservice.

Directly Responsible to

Principal

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.

2. Acts as administrative assistant to the Principal.

3. Assists the Principal in curriculum development and planning as assigned.

4. Assists the Principal in supervision and evaluation of personnel assigned to the school.

5. Supervises student government, acts as advisor to the Student Council, and supervises student body finances.

6. Is responsible for student discipline and assists the principal in establishing a safe school environment.

7. Coordinates Student Study Teams, as assigned.

8. Serves, as assigned, as liaison to the police department and other community agencies.

9. Supervises student attendance.

10. Directs transportation of students, issues bus passes, and handles bus citations.

11. Assists the principal with parent organizations.

12. Assists the Principal with seeking and obtaining outside funding sources.

13. Works cooperatively with district personnel, school personnel and the community.

14. Is in charge of the school in the absence of the Principal.

15. Attends job-related meetings and activities specified by the Principal.

16. Performs additional duties assigned by the Principal of the school as an adjunct to regular stated duties.

17. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of a middle school.

2. Ability to work with pupils and adults in a supervisory capacity.

3. Ability to exercise good judgment and tact.

4. Ability to cope with emergency situations.

5. Knowledge of basic elements of instructions.

6. Knowledge of effective employee supervision and evaluation procedures and techniques.

7. Ability to speak and write effectively.

8. Ability to work effectively with all segments of the educational community and general public.

9. Knowledge of the social, personal, and physical development of young adolescents.

10. Knowledge of effective student disciplinary and control procedures and practices.

11. Knowledge of effective strategies for identifying and addressing the needs of high risk students.

Education, Training and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.

2. Successful experience as a classroom teacher.

3. Progressively responsible experience in providing leadership in a school or district setting.

4. Possession of an appropriate school administrative credential.

Adopted by the Board of Education 3/10/98

PMDSCH