MT. DIABLO UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL, ELEMENTARY SCHOOL

Primary Function

Assists the Principal with the planning, organization, and administration of the school and the educational program.

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.
4. Assists the Principal in supervision and evaluation of personnel assigned to the school.
5. Assists the Principal in placement, attendance, guidance, transportation, and organization of students.
6. Assists in implementing the school discipline and supervision plan.
7. Works cooperatively with district personnel, school personnel, and the community.
8. Assumes the duties, responsibilities, and authority specified by the Principal.
9. Is in charge of the school in the absence of the Principal, as assigned.
10. Attends job-related meetings and activities specified by the Principal.

11. Performs additional duties assigned by the Principal of the school as an adjunct to regular stated duties.
12. 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 an elementary 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 instruction.

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

7. Knowledge of curriculum concepts and materials pertinent to the elementary program.

8. Ability to speak and write effectively.

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

10. Knowledge of the social, personal, and physical development of children and pre-adolescents.

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

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

MT. DIABLO UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL, HIGH SCHOOL

Primary Function

Assists the principal with the planning, organization, and administration of the school and the educational program. Assumes responsibility for such areas as curriculum development, instructional program leadership, the guidance program, supervision and student discipline, community relations, student activities, and in-service training, as assigned.

Directly Responsible To

Principal

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Assists the Principal in determining policy regarding the internal administration of the school.

2. Coordinates the program for the improvement of instruction in the school.

3. Develops the master program, arranges for the scheduling of students, and provides articulation with feeder schools; assists in development and implementation of enrollment procedures.

4. Advises and monitors students in the areas of high school graduation and college entrance requirements as well as in personal areas.

5. Plans and conducts conferences and group meetings with students and parents to acquaint them with the school programs and enrollment procedures.

6. Supervises and coordinates the curriculum development program in the school.

7. Aids in the supervision of students.

8. Assists in the development, coordination and supervision of student organizations and activities.

Vice Principal, High School - cont'd

9. Assists in the coordination of the athletic program including eligibility, hiring and supervision of coaches, transportation and use of facilities.

10. Coordinates and monitors the usage of school facilities by school and community groups.

11. Develops and implements the student discipline program.

12. Monitors student attendance and assists in implementing the truancy policy.

13. Coordinates the school's testing program.

14. Assists the Principal in maintaining contact with parents and parent/community organizations and participates in community and district-wide activities as assigned.

15. Oversees the safety and protection of all school personnel and students; develops and supervises emergency procedures for staff and students.

16. Assists in monitoring school budgets.

17. Takes responsibility for plant maintenance and operation in all its facets.

18. Assists in developing techniques for the evaluation of the instructional, student activities, and/or parent/community relations programs of the school.

19. Assists in the development and facilitation of staff development programs.

20. Assists in monitoring school budgets.

21. Performs duties directly related to the assignment designated by the Principal and develops, cooperatively with the Principal, a statement of specific duties related to that assignment.

Duties and responsibilities common to each Vice Principal, High School, regardless of specific designated assignment, are as follows:

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

23. Assists the Principal in implementing school and district policies.

24. Is in charge of the school in the absence of the Principal when so assigned.

25. Assists the Principal in supervising and evaluating personnel according to district guidelines.

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

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

28. 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 high 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 the social, personal, and physical development of adolescents.

6. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.

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

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

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.