MT. DIABLO UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL, CONTINUATION SCHOOL

Primary Function

Assists the Principal, Continuation High School, in managing and administering both the continuation high school and the independent study school. Assists in providing leadership and support for students, parents and staff in addressing the academic, social and emotional needs of students.

Directly Responsible to

Principal, Continuation High School

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Assumes primary responsibility for the administration of the independent study program.
2. Coordinates the program for the improvement of instruction in the schools.
3. Supervises and coordinates the curriculum development program in the schools.
4. Aids in the supervision of students.
5. Assists in the supervision of student organizations and activities.
6. Is in charge of student discipline.
7. Coordinates the schools' testing program.
8. Assists the Principal in maintaining contact with parents and parent/community organizations.
9. Is responsible for plant management in all its facets, including student safety.
10. Assists in developing techniques for the evaluation of the instructional, guidance and counseling, student activities, and parent/community relations programs of the schools, as the case may be.
11. 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.
12. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.

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

14. Is in charge of the schools in the absence of the Principal when so assigned.

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

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

17. Performs additional duties assigned by the Principal as an adjunct to regular stated duties.

18. 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 continuation high school and an independent study program.

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 a continuation high school and an independent study school.

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

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

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

11. Ability to work effectively with high risk students.

12. Ability to speak and write effectively.

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

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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. Possession of an appropriate school administrative credential.

4. Experience working with at-risk youth.

Adopted by the Board of Education 3/10/98

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