

Job Title: VICE PRINCIPAL FOR STUDENT LIFE

Reports To: Principal

Classification: Exempt, 12-month

SUMMARY

Under the general direction of the Principal, provide leadership in the areas of student climate and culture, positive relationship building, campus and student safety, student management and formation, supervision and evaluation of personnel, and leadership of the Student Life program ensuring school alignment in all of these areas to our core Lasallian values and equitable practices. This position is year-round.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Team Leadership:

- Maintains visible and meaningful presence within the community as a leader focused on core Lasallian principles.
- Serves as a member of the school leadership team responsible for assisting in planning, managing and supervising the school's day-to-day operations and developing a vision for continuous school improvement.
- Supports teachers with student behavior concerns to implement school policies in the classroom and build healthy relationships with students.
- Supervises and assists the Attendance Office with matters of absenteeism and tardiness.
- Works closely with counselors on student attendance and other concerns stemming from mental and/or physical health issues.
- Communicates effectively with students, parents, faculty and staff to promote the academic, social and personal development of all students, maintaining appropriate levels of confidentiality.
- Supervises and evaluates the work of the: Director of Lasallian Ministry, Director of Community, Director of Inclusion, and health and safety positions.
- Works as the administrative liaison for all Faith, Service, Community and Inclusion programming, including student groups and clubs.
- Along with the Principal and Vice Principal team, provides and promotes spiritual leadership for the school community in the Roman Catholic and Lasallian tradition.
- Collaborates and engages in equity efforts, including promoting equitable practices with students, staff and parents. Works with the technology team to implement standards for acceptable technology use, including educational programming for students and parents.
- Implements evening programming for parents (2-3 per year) focused on education and partnership on relevant parenting or student-management and health issues.

Student Formation:

- Establishes a culture that expects high standards of behavior with regard to student attendance, conduct, punctuality and appearance, and supports colleagues by developing strategies for identifying areas that hinder students' achievement.
- Oversees student/parent handbook revisions annually, routing changes to Administrative Team for review prior to final implementation at the beginning of the school year.
- Builds positive and productive working relationships with students that reflect Lasallian core principles of inclusion and which promote justice.
- Implements and carries out the student behavior program according to published policies (detention, Campus Beautification, probation and suspension). Communicates decisions to the students, parents and other appropriate school personnel in a timely manner.
- Implements restorative justice practices and procedures to promote reflection, formation, relationship reconciliation and authentic justice, with a focus on equitable application of decisions.
- Collaborates with the principal on the expulsion/dismissal of a student from the school for disciplinary reasons.
- Identifies, creates, communicates and implements student behavior contracts for incoming students and return agreements following student behavior issues.

School Safety:

- Oversees the overall safety and well-being of students during the school day and at extracurricular events. This includes directing school safety initiatives including fire drills, emergency plans, student management, and the threat assessment team. Has responsibility for revisions to the School Crisis Plan. Is a member of the North Clackamas Threat Assessment Team.
- Conducts and oversees child abuse training for students and records training annually. May train staff and parents as needed in CASE.
- Develops a school wide health safety committee in compliance with Oregon OSHA requirements.
- Partners with Clackamas Public Health Authority as needed.

Administrative:

- Maintains appropriate documentation on student behavior utilizing the school's information systems (PowerSchool).
- Serves as the liaison to county and state authorities in student legal or welfare matters.
- Ensures that mandatory requirements for school personnel are understood.
- Collaborates with the Director of Athletics and administrative team to ensure supervision of evening activities and athletics.
- Assigns faculty and staff to supervisory duties during the day and at school sponsored evening activities both on and off the school campus, working with the Director of Athletics as needed to ensure proper adult supervision at athletic events.
- Manages off-campus trip approval process.
- Schedules CPR/First Aid classes for staff annually; arranges for a trainer to come on site.



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires participation in ongoing evening and some weekend events.

MINIMUM EDUCATION and/or EXPERIENCE

- Degree or certificate in educational administration required
- Master's degree in a relevant, educational field is required.
- Teaching experience preferred.
- Practicing Roman Catholic preferred.
- Demonstrated experience and leadership in the areas of positive student relationships surrounding formation and support and conduct and discipline including equitable restorative justice practices.

QUALIFICATIONS AND SKILLS REQUIRED

- Demonstrated ability to build and develop healthy relationships with students, parents and colleagues.
- Demonstrated strong communication skills in written and oral form, in order to disseminate program direction and philosophy and interrelate to staff, students, parents and administrators.
- Adept at conflict management, maintaining dignity of all and healthy communication in challenging circumstances.
- Demonstrated ability and experience in program development within an educational setting.
- Ability to supervise, manage and support the work of direct reporting staff.
- Ability to cooperate as a "team" member with other school colleagues and administration in an effort to meet key initiatives.
- Organizational skills necessary to meet deadlines and to satisfy the requirements of the position as it relates to parent and student interaction, policy development and administration and overall management principles and outcomes.
- Willingness to become certified in First Aid and CPR/AED training.
- Demonstrates commitment to developing cultural competence by engaging in diversity, equity and inclusion development activities.

PHYSICAL REQUIREMENTS

The work environment is in a school. Limited stooping, and bending is a requirement of the position. Some limited lifting is required to move equipment into place. Lifting of equipment generally weighs less than 10 pounds. Must be able to move throughout the campus daily, in order to evaluate personnel and to observe students in the classroom or in an extra-curricular environment.