

Vice Principal / Activities Director

Exempt | Administrative | 210-day contract

Reports To	Principal
Supervises	Coaches, activity advisors, student services, and staff as assigned
FLSA Status	Exempt
Contract	210 days; salary placed on the administrative salary schedule based on education and experience
Evaluation	Annually by the Principal, in accordance with Board policy and Idaho administrator evaluation requirements

POSITION SUMMARY

The Vice Principal / Activities Director is a member of the school's administrative team. The position supports the Principal in maintaining a rigorous, orderly, college-preparatory learning environment for grades 6–12 and directs all athletic, extracurricular, and co-curricular programs. The Vice Principal acts for the Principal when the Principal is absent from the building.

QUALIFICATIONS

- Master's degree from an accredited institution.
- Valid Idaho Administrator Certificate with a Principal endorsement, or eligibility to obtain one within the timeline required by the Idaho State Department of Education.
- Minimum of three years of successful administrative experience; secondary experience preferred.
- Prior experience coaching, advising, or administering athletics or student activities preferred.
- Demonstrated skill in student discipline, conflict resolution, and communication with parents.
- Working knowledge of IHSAA rules, Title IX requirements for athletics and activities, and student records/FERPA obligations.
- Satisfactory criminal history background check as required by Idaho Code.

ESSENTIAL FUNCTIONS

Instructional Leadership

- Conducts teacher observations and evaluations as assigned by the Principal using the district-adopted evaluation framework.
- Supports teachers in classroom management and instructional practice consistent with the school's college-preparatory mission.

Student Conduct and Culture

- Maintains schoolwide student discipline in accordance with Board policy and the Student Handbook, with an emphasis on teaching appropriate behavior and student growth.
- Investigates and documents disciplinary matters, communicates outcomes with parents, and maintains accurate discipline records.
- Assists the Principal and school counselor(s) in mediating conflicts involving faculty, staff, students, and parents.

Athletics and Activities

- Administers and supervises all athletic, extracurricular, and co-curricular programs, including scheduling, transportation, facilities, officials, eligibility, and budgets.

- Recruits, supervises, and evaluates coaches and activity advisors; ensures compliance with IHSA rules, league requirements, Title IX, and Board policy.
- Represents the Academy at the IHSA, local district, and other meetings as directed by the Principal.

Community

- Attends School Board meetings and reports regularly on student conduct, activities, and athletics.

School Operations

- Serves as administrator in charge in the Principal's absence.
- Assists with emergency planning, drills, and building safety procedures.
- Performs other duties as assigned by the Principal.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational skills and the ability to manage multiple programs, schedules, and deadlines concurrently.
- Sound judgment and discretion in handling confidential student and personnel matters.
- Clear, professional written and verbal communication with students, staff, families, and outside agencies.
- Proficiency with student information systems, scheduling software, and standard office and communication tools.

WORKING CONDITIONS

Work is performed in a school environment with frequent evening and weekend hours for athletic events, activities, and Board meetings. Requires the ability to move throughout the building and grounds, supervise outdoor events in varying weather, and occasionally lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT TERMS

This position is a 210-day administrative contract. Salary is determined by education and experience per the Academy's administrative salary schedule. Coeur d'Alene Charter Academy is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or any other protected status. This job description is not a contract and may be revised by the Board as the needs of the Academy change.