HESPERIA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

VICE PRINCIPAL / ATHLETICS
HIGH SCHOOL

DEFINITION

The primary role of the high school vice principal/athletics is to assist in the planning, development, and implementation of the policies, regulations, guidelines, and procedures pertaining to a school site interscholastic sports program and serve as a resource to administrators and interscholastic sports personnel concerning sports and recreation activities. High school vice principals may be assigned to the role of discipline, athletics, or student activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as an instructional leader
- Promotes a professional culture that fosters site-based management by involving stakeholders in the decision making process
- Supervises and manages site operations and facilities with high standards for safety and efficiency
- Participates in a self-study of programs and culture as part of the accreditation process
- Plans, organizes, coordinates and implements the interscholastic sports program in accordance with California Interscholastic Federation (CIF) and District policies, regulations, and guidelines
- Negotiates with sports league officials concerning regular season and playoff scheduling
- Establishes the sports program operational procedures
- Assists in the activities and functions supporting home and away games
- Verifies all coaches have proper fingerprint/Title V clearance and are approved through Personnel Services
- Verifies all student athletes complete the appropriate "athletic clearance" paperwork
- Acts as the liaison in solving parent-coach and student-coach complaints and problems
- Reviews, monitors, and audits the publications and materials prepared for distribution concerning athletic program information
- Plans, develops, and coordinates a yearly athletic budget including the selection of materials, equipment, and supplies used in the sports programs
- Assists in the recruitment, selection, and supervision of coaches
- Attends league and CIF meetings
- Provides direction and oversight for game schedules, tournament participation, summer sports camps, transportation, assignment of officials, athletic clearance, final team rosters, and awards programs
- Plans, organizes, coordinates and implements parent athletic information nights
- Serves as a liaison to the athletic parent booster group (attends booster meetings and assists in raising funds necessary to purchase equipment, uniforms, major capital projects, repairs, and coaching stipends)
- Assures that Fiscal Crisis & Management Assistance Team (FCMAT) procedures are in place and routinely followed
- Works cooperatively with the Plant Manager and Vice Principal of Activities as it relates to facility maintenance/scheduling and staffing needs
- Adheres to the certificated and classified Collective Bargaining Agreements
- Screens, interviews and recommends candidates who are caring, enthusiastic and display a positive attitude
- Supervises and evaluates the performance of certificated and classified staff
- Conducts thorough and deliberate investigations related to student and employee discipline
- Motivates exceptional employee performance and enhances morale
- Attends and actively participates in District scheduled meetings, committees and professional development
- Works cooperatively with District personnel
- Adheres to schedules and timelines
- Adheres to District Board Policy and Administrative Regulations
- Performs other duties and assumes other responsibilities as the principal may request

SPECIALIZED KNOWLEDGE:

- Methods, techniques, procedures, and strategies concerning the development and maintenance of an effective interscholastic sports program
- CIF policies, regulations, and procedures
- Trends pertaining to interscholastic sports and physical education instructional practices
- Child development
- California Content Standards/Common Core
- Research based teaching and learning strategies
- Conflict resolution and facilitator skills
- Shared decision making
- Technology based student information systems
- Student discipline laws, rules and procedures
- Safety procedures
- Collective Bargaining Agreements
- District Board Policies and Administrative Regulations
- Methods and procedures of supervision and evaluation
- Categorical programs
- English as a Second Language (ESL) and Special Education, strategies, requirements and programs
- Teacher coaching models
- Professional Learning Communities
- Hesperia Unified School District Core Values

SKILLS AND ABILITIES:

- Provide specialized resource support and coordination of a creative and innovative sports program
- Analyze and assess interscholastic sports program needs, and offer recommendations pertaining to program activity revisions, additions or deletions
- Communicate effectively, verbally and in writing
- Establish trust and credibility; maintain positive working relationships
- Implement site-based management
- Model flexibility
- Visualize, implement and garner support for innovative and positive change
- Find creative solutions to problems
- Compose clear, complete and concise correspondence and reports
- Prepare and deliver oral presentations
- Understand and carry out directions with minimal supervision
- Manage multiple tasks and complete assignments with many interruptions

DESIRABLE ATTRIBUTES:

- Enthusiasm
- Positive attitude
- Sense of humor
- Compassion
- Creativity
- Initiative
- Ability to accept criticism and grow as the result

CREDENTIAL/LICENSE:

- Valid California Administrative Credential
- Valid California Driver License

EDUCATION:
Master's degree or higher from an accredited college or university in educational administration or a related field

EXPERIENCE:
- Minimum of five (5) years of successful teaching experience or a minimum of three (3) years of teaching and a minimum of two (2) years of administrative experience at the secondary level
- Desirable: Experience in administering extracurricular activities and/or coaching
- Desirable: Three (3) years of successful high school teaching experience

Intern Applicants
- A Bachelor's degree
- A minimum of five (5) years of successful secondary teaching experience
- A commitment in writing to immediately enroll in an administrative intern credential program and Master's degree program. Failure to complete the program will result in release

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outdoor weather conditions. The noise level in the work environment is usually moderate.