

Somerset County Public Schools

Job Description

Job Title: Assistant/Vice Principal
Department: Instruction
Reports To: Building Principal
FLSA Status: Exempt
Prepared By: Doug Bloodsworth/Beth Whitelock
Prepared Date: 10/11/2010
Approved By: Board of Education
Approved Date: 12/14/2010

I. Summary

Individual is primarily responsible for providing instructional and administrative support to the building principal and assuming the responsibilities for the students and the staff in the absence of the principal by performing the following duties.

II. Essential Duties and Responsibilities include the following:

Other instructional and administrative duties may be assigned by Building Principal, Assistant Superintendent or Superintendent.

- Serves as committee chair for activities/programs in the school as assigned by the Building Principal.
- Plans and conducts in-service activities to introduce, interpret, develop and support programs of instruction and behavior.
- Provides leadership in development, selection and use of instructional materials.
- Participates as needed in parent conferences, IEP meetings, retention conferences, grade level meetings and SIT team meetings.
- Plans for the development or revision of various forms and documents when needed.
- Provides leadership and supervision for the students and staff.
- Represents Somerset County at state level meetings and disseminates information to staff.
- Assists in teacher/staff observations and performance reviews as requested
- Participates in highly confidential staff, student, parent and outside agency meetings as requested.
- Works within established parameters to support the vision and goals of the school and Somerset County Public Schools.

III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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.

A. Education and/or Experience

Bachelor's Degree from an accredited institution in an educational field and at least five years of successful classroom teaching experience. Previous experience in a school leadership role is preferred.

B. Certificates, Licenses, Registrations

Current Maryland State Teaching Certificate. An Advanced Professional Certificate with Administrator I or II endorsement is preferred.

C. Language Skills

Ability to read, analyze, and interpret general business periodicals, professional and trade journals, technical procedures, or instructional textbooks and instructional aides. Ability to write reports, detailed lesson plans, and procedure manuals as directed. Ability to effectively present information in written and oral form. Must be able to respond to questions from groups of students, administrators and the general public. Ability to interpret and write grant proposals is preferred.

D. Mathematical Skills

Must have a thorough understanding of the curriculum, ability to calculate figures and amounts relating to school finance and planning and ability to apply concepts of basic statistical analysis for instructional improvement.

E. Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

F. Technology Skills

To perform this job successfully, an individual should have the ability to access and use Internet resources as well as to effectively use production, presentation, instructional and administrative software; understand and promote instructional technology integration; and have the ability to expand job knowledge as new technology applications develop through training and participation in workshops and professional development.

G. Other Skills and Abilities

Ability to motivate persons of diverse backgrounds through explicit leadership qualities and good interpersonal skills. Must have a thorough knowledge and understanding of current, effective instructional practices and strategies which promote effective observation and evaluation of instruction. Keeps abreast of changes and development in the profession by joining professional organizations, attending professional meetings, reading professional journals and other publications.

H. Other Qualifications

Must be willing and able to travel to several out of town and overnight meetings and trainings. Must be dependable. Ensures work responsibilities are covered when absent. Arrives for meetings and appointments on time.

IV. 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. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

V. 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 is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.