

## **SOUTH FORK UNION SCHOOL DISTRICT**

### **CERTIFICATED JOB DESCRIPTION**

#### **VICE PRINCIPAL**

#### **JOB SUMMARY**

The Vice-Principal serves as the educational leader and chief executive of the K-8 school programs, to be responsible for the direction of the instructional program, operation of the school sites, participation in staff and student activities, and community leadership. The Vice-Principal reports directly to the Superintendent/Principal and over see's the certificated and classified staff.

#### **REQUIRED/EDUCATIONAL QUALIFICATIONS:**

- Administrative Service Credential
- Masters Degree
- 5 years of teaching with a qualified teaching credential
- Other requirements as set by the Board of Trustees

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short-range plans for the school of assignment.
2. Interprets and implements the district approved curriculum program in the light of individual school needs.
3. Enlists the assistance of the District Superintendent/Principal in the use of school resource personnel in the improvement of the program for the school.
4. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
5. Identifies, provides, assigns and coordinates in-service growth opportunities for teaching personnel within the school.
6. Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
7. Assigns all students in such a way as to encourage their optimum growth.
8. Makes periodic appraisals and action plan regarding academics, attendance and behavior pupil progress.
9. Develops and implements school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
10. Plans, coordinates and evaluates the total program of pupil services including guidance and counseling.
11. Plans, supervises and directs the business operation of the school in accordance with district policies and procedures.

12. Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds.
13. Carries out a program of community relations as a means of interpreting and furthering the school program through PTC and other community organizations. i.e. SSC, PLC, Board meeting, RTI, and C&I meetings.
14. Serves as a district officer in communication between district office, teachers and classified employees in the respective school. Interprets and implements district policies in the school.
15. Plans, coordinates and reviews the work of resource teachers and instructional consultants assigned to assist teachers in the instructional program.
16. Carries on human relations program in order to maintain high morale of the school staff.
17. Performs other duties as assigned.

### **ABILITY TO:**

Exhibit an energetic and vital personality; Effectively plan for the future through the development of goals and objectives; Express himself/herself effectively in public, in conference, and in writing; Move decisively and work harmoniously and effectively with the public, the staff, and the governing board; Articulate clearly a workable philosophical frame of reference.

### **EXPERIENCE:**

Successful experience as a classroom teacher and school principal.

### **PHYSICAL DEMANDS:**

1. Seldom = less than 25 percent      2. Occasional = 25-50 percent      3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

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| <u>3</u> | a. | Ability to sit for extended periods of time.  |
| <u>4</u> | b. | Ability to stand for extended periods of time and ascend and descend steps.   |
| <u>4</u> | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.   |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation.                                      |
| <u>4</u> | f. | Ability to bend and twist, kneel and stoop.   |
| <u>2</u> | g. | Ability to lift and carry at least 50 lbs.  |
| <u>3</u> | h. | Ability to reach all directions   |

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as needed and as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.