



## POSITION DESCRIPTION

**Title:** Vice Principal

**Department:** Teaching  
and Learning

**Bargaining Unit:** None

**Reports to:** Principal

**FSLA Classification:** Exempt

**Work Year:** 203 days

**Board Approval Date:**

**Salary Grade:** Scheduled Management Salary Schedule, Range 33

**Primary Function:** Under the general direction of the Principal, acts as a leader in the planning, coordination, and administration of school activities and programs, including curriculum, assessment, student conduct and attendance, extracurricular programs, and the supervision and evaluation of assigned personnel.

**Essential Job Functions include, but are not limited to the following:**

1. Assists principal to improve learning environment and academic support for all students, including classroom observation, teacher evaluation, and intervention (MTSS) to support learning;
2. Evaluates assigned classified and certificated personnel;
3. Coordinates Master Schedule planning, implementation and monitoring;
4. Facilitates student enrollment and attendance practices and programs;
5. Implements the school Behavior Plan including Restorative Practices and procedures, and appropriate student behavior and discipline systems;
6. Provides for the organization, operation, and leadership of various departments and programs;
7. Coordinates testing, assessment and data collection and analysis for assigned areas;
8. Coordinates the supervision of co-curricular and extra-curricular programs including athletics;
9. Coordinates the use and care of buildings and grounds with appropriate personnel;
10. Facilitates WASC and SPSA processes;
11. Facilitates site safety and security plans and operations;
12. Participate in School Site Councils, IEP meetings, Admin Meetings and other leadership meetings as necessary; and
13. Provides leadership to coordinate Special Education and 504 programs and services as well as Student Study Teams

**Education and Experience:**

- Valid California credential authorizing service as an administrator, eligibility for an administrative credential, or willingness to obtain an administrative credential.
- Valid California teaching credential.
- Minimum of three years of effective classroom teaching experience.

**Licenses/Certifications:**

- California Teaching Credential
- Administrator's Credential for the State of California
- Fingerprint and Department of Justice (DOJ) Clearance
- TB Test Clearance

## **Abilities and Knowledge**

- Promotes student learning, agency and equity as the primary focus of the school;
- Implements the district's Mission, Vision and Strategic Priorities and Theory of Action
- Applies knowledge of best practices in curriculum, instruction, and assessment, and methods of supporting and extending instruction and student learning particularly in the areas of developmental learning, cultural competency, and social and emotional intelligence.
- Creates an environment where children from diverse backgrounds are comfortable and experience success and builds relationships with families.
- Has an energetic and positive attitude; demonstrates compassion:
- Self-motivated; able to accept criticism and grow as a result:
- Demonstrates collaboration in working with staff, students, families and community partners,
- Commitment to professional development, growth, reflection and renewal for all staff;
- Effectively organizes and manages multiple tasks and projects and meets or exceeds deadlines;
- Operates office equipment including a computer with a variety of software related to job requirements.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate and applies knowledge of school law and district policy.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Models district standards of ethics, confidentiality, and professionalism and uses effective interpersonal skills including tact, patience, and courtesy.

## **Working Conditions**

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

## **Physical Abilities**

- Hear and speak to make presentations, and exchange information in person and on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard and manipulate paper.
- See to read, prepare documents and reports, and to observe students.
- Able to return to a task after interruption.
- Sit or stand for extended periods of time, in both indoor and outdoor environments.
- Stamina to work a full day and then supervise evening events or attend meetings.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Kneel, bend at the waist, and reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pushing or pulling moderately heavy objects.