

VICE PRINCIPAL
CERTIFICATED JOB DESCRIPTION

DEFINITION

To serve as the administrator responsible for coordination and supervision of student discipline and attendance, curriculum and school plant management, and other duties as assigned by the school Principal. Serve on the district Administrative Team.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assists the Principal in curriculum development and implementation.
2. Formulates duty schedules for staff members.
3. Coordinates the discipline and student intervention services.
4. Assists in the appropriate placement of students.
5. Counsels with students, staff and parents on behavior concerns.
6. Attends meeting representing the Principal in his/her absence.
7. Attends regular Administrative Team and Curriculum meetings.
8. Supervises extra-curricular activities.
9. Directs student awards, incentive programs and assemblies.
10. Assists the Principal in preparation of staff evaluation reports for both certificated and classified.
11. Coordinates with MOT Coordinator to ensure buildings, grounds, and equipment are maintained and site is inspected for needed improvements, including fire drills, and other alert drills.
12. Supervises students in all non-classroom activities.
13. Assists with the community relations program and activities.
14. Assists in formulating district policies and administers regulations relating to the school instructional and student programs.
15. Monitors pupil attendance records.
16. Assists with the school-wide testing program.
17. Performs other duties assigned by the school Principal and other district administration.

MINIMUM QUALIFICATIONS

1. Master's Degree is preferred.
2. California Administrative Credential.
3. California Teaching Credential.
4. Advanced study in the field of education, including the areas of administration, supervision, and curriculum development.
5. Five years of successful teaching experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. Required to work some evenings and weekends.
2. Must travel within and out of district to meetings.
3. Willingness to use personal vehicle in course of work.

ESSENTIAL FUNCTIONS

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

- 4 Ability to sit for extended periods of time.
- 4 Ability to stand for extended periods of time and ascend and descend steps.
- 4 Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 Ability to hear and understand speech at normal levels.
- 4 Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 Ability to bend and twist, kneel and stoop.
- 2 Ability to lift 100 lbs.
- 1 Ability to carry 75 lbs.
- 3 Ability to reach all directions.

Adopted: November 13, 1984
 Revised: January 11, 1994
 Revision Adopted: January 9, 1996
 Revision Adopted: March 8, 2005