

VICE PRINCIPALJob Summary

Under the direction of the School Principal, the Vice Principal shall serve as a member of the school site administrative team and will perform delegated responsibilities in the areas of student control and discipline; coordination of student activities; scheduling of pupils; supervision of data processing; supervision of attendance accounting, curriculum and staff evaluation; and perform other duties as assigned

Qualifications:Required:

- Valid Administrative Credential
- Master's Degree
- Five years of teaching experience
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Demonstrate qualities of leadership requisite to the supervision of personnel
- Knowledge of curriculum and instruction and legal aspects of student discipline and attendance

Knowledge and Ability:

1. Ability to confer with teachers, students and parents and decide appropriate disciplinary measures when necessary
2. Knowledge of district, State and Federal regulations concerning discipline and pupil rights
3. Knowledge of school rules and procedures
4. Knowledge of workings of student council, sports, etc
5. Ability to delegate responsibility
6. Knowledge of district and school regulation concerning student activities and athletics
7. Ability to confer with parents, knowledge of Education Code pertaining to attendance and truancy; knowledge of SARB procedures
8. General knowledge of the daily duties of the principal and overall operation of the school
9. Ability to exhibit fairness in teacher and aide duty assignments
10. Ability to maintain order and discipline on campus
11. Knowledge of all provisions of the contract
12. Knowledge of district's procedures for meeting the contract provisions
13. Knowledge of Education Code provisions governing employee organization contracts
14. Knowledge of Board objectives and districts goals
15. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Advise and assist the school principal in the development and implementation of policies related to elementary and districts goals and objectives
2. Responsible for the operation of the school in the absence of the Principal
3. Assist in teacher observations and the evaluation of both certificated and classified staff
4. Work with teachers and oversee a curricular area in improving teaching strategies and student achievement
5. Have a working awareness of the importance of students learning and mastering essential state standards and the importance of STAR and site testing, CAASPP and ELPAC
6. Work with administration in improving leadership skills and teacher pedagogy

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7. Advise and assist in the development and implementation of policies for the operation of the school district by being a member of the district's management team
8. Strive to maintain professional relationships with teachers, pupils and parents
9. Enforce school rules, district policies and Education Code provision dealing with student activities and discipline
10. Assist the teachers in developing a better understanding of pupils
11. Assist parents in understanding their child's abilities and potentials
12. Supervise the attendance accounting procedures and follow-up on attendance and truancy problems
13. Arrange for parent-teacher conferences when request for such meetings are made
14. Supervise certificated and classified staff
15. Performs other duties as assigned.

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to manage educational programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that other may understand clearly in normal conversations, in training sessions and other meetings
7. Physical agility to lift, bend, stoop and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job