

DELANO UNION SCHOOL DISTRICT

VICE PRINCIPAL OF LEARNING

JOB SUMMARY:

Under the direction of the site principal, the Vice Principal of Learning will assist in curriculum development, supervision of instruction, classroom delivery methods, and professional development relating to curriculum, instruction, and assessment. The Vice Principal of Learning will assist site administration with achieving and maintaining standards of excellence across all curricular areas. The Vice Principal of Learning will also serve on the District administrative cabinet.

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function 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.

1. Education and Credential: Must possess a Bachelor's degree with a valid California Teaching Credential and Administrative Services Credential.
2. Experience: Demonstrated a minimum of three (3) years of successful classroom teaching experience.
3. Personal Qualities: Demonstrates leadership; understanding of the state curriculum standards; ability to provide effective technical feedback; demonstrate interpersonal skills; demonstrates a history as a team player; and demonstrates ability to analyze and interpret data. Bilingual is preferred but not required.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Assists site administrators in the implementation of the schoolwide mission and vision, including promoting a world class education, positive school culture and preparing students for 21st century learning.
- B. Conducts demonstration lessons in instructional strategies and the use of appropriate instructional materials.
- C. Provides staff development regarding lesson design utilizing curriculum that is aligned to the California standards.
- D. Conducts classroom observations and provides feedback to the site principal to develop a professional learning plan.
- E. Assists teachers in preparing, mapping and pacing for instruction.
- F. Meets regularly with District and site administrators to review assessment data and assess outcomes established for grade levels and departments.
- G. Assists site and grade levels with setting goals for advancement of instruction.
- H. Will serve as a resource in identifying appropriate instructional strategies and interventions to advance student achievement.
- I. Participates in grade level and/or department level meetings to assist in analyzing and the utilization of assessment data to advance student achievement.

Vice-Principal of Learning Job Description

- J. Works with support staff to build a consistent intervention model.
- K. Works directly with parents and teachers of English Learner students to encourage and ensure that student acquisition of English fluency is accelerated by monitoring progress.
- L. Works directly with parents/guardians and teachers of targeted at-risk students by monitoring progress and providing support.
- M. Counsels students, staff and families in relation to academic issues and concerns.
- N. Assist the principal in conducting staff evaluations for certificated and classified employees.
- O. Assists with school wide testing programs including state and local assessments.
- P. Collaborates with administration for professional development in the review of academic data to ensure best practices are adhered to in both instruction and assessment.
- Q. Responsible for implementation of strategic plan initiatives in academic areas.
- R. Support provisional and probationary teachers.
- S. Assists with the coordination of academic interventions.
- T. Perform other duties as assigned.

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Attend and participate in assigned meetings and conferences.
2. Gives, understands, and carries out oral and written directions; works effectively in challenging situations and in changing conditions.
3. Effectively operates the student information computer software.
4. Prioritizes and schedules work.
5. Maintains and establishes appropriate confidentiality of materials.
6. Meets timelines and schedules.
7. Supervise extra curricular activities, including activities occurring before and after school hours.

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 their responsibilities, duties and skills required of personnel so classified.