

Delano Union School District

VICE PRINCIPAL

JOB SUMMARY

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 Cabinet.

REQUIRED QUALIFICATIONS

1. Credential:
 - Appropriate Teaching Credential (multiple or single subject) or Pupil Personnel Services Credential.
 - Administrative Services Credential.
2. Education:

Masters Degree or higher in education is preferred.
3. Experience:
 - A. Demonstrated successful classroom teaching experience in K-8 grades.
 - B. Demonstrated successful leadership skills in school improvement, Title I, and curriculum.
 - C. Ability to perform and meet the needs of a diverse population.
 - D. School Site (K-8) administrative experience.
 - E. Ability to work with both site and district administration in administration of instructional program and evaluation.
 - F. Demonstrated ability to work cooperatively with district and school support staff.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Assist the Principal in curriculum development and implementation.
2. Formulates and monitors duty schedules for all staff members, including part-time, noon-duty staff.
3. Assist the Principal in the operation, function, and monitoring of the budget process and school finances.
4. Coordinates and monitors student discipline, student behavior intervention services, CART, and the implementation of and compliance with the District discipline policies.
5. Assists in the appropriate placement of students.
6. Counsels with students, staff and parents on behavior concerns.
7. Attends meetings representing the Principal in his/her absence.
8. Attends regular Administrative Cabinet and Curriculum meetings.
9. Supervises extra-curricular activities, including activities occurring before and after school hours.
10. Assists the Principal in directing student awards, incentive programs and assemblies.

11. Assist the Principal in preparation of staff evaluation reports for both certificated and classified personnel.
12. Supervises buildings, grounds, and equipment and inspects site for needed improvements.
13. Supervises and monitors all fire drills, other alert drills, and related drill documentation.
14. Supervises site compliance and adherence to District Illness, Injury and Prevention and District Integrated Pest Management programs.
15. Supervises student in all non-classroom activities.
16. Assists with the community relations program and activities.
17. Works directly with parents and teachers of English Language Learner students to encourage and insure that student acquisition of English fluency is accelerated by:
 - A. Monitoring the progress of English Learners, individually and the site as a whole;
 - B. Assisting the Principal with scheduling and presenting meaningful data meetings with focus on English Learner outcomes and advancement.
 - C. Assist, monitor and evaluate the implementation of researched based best practices and interventions designed to meet the needs of the individual in order to accelerate the acquisition of English and student academic performance;
 - D. Work with teachers and students to ensure that student academic interaction and participation in reading, writing and oral are increased across the curriculum throughout the day for each English Learner;
 - E. Regularly gather, maintain and review evidence related to English Learner interventions and progress.
18. Assists in formulating district policies and administers regulations relating to the school instructional and student programs.
19. Monitors pupil attendance records.
20. Assists with school-wide testing program.
21. Performs other duties assigned by the school Principal and other district administration.
22. Assists the Principal in coordination and implementation of school-wide instructional and academic intervention programs.

OTHER RELATED FUNCTIONS OF THIS POSITION

1. Demonstrate a professional attitude toward parents, students, and staff
2. Participate in curriculum development programs within the school of assignment and/or a district level.
3. May plan and coordinate the work of aides, teacher assistants, and other paraprofessionals as needed for program improvement.
4. Attend Staff functions after regular "duty hours" as needed for supervision.

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 skill required of personnel so classified.