

JOB TITLE: VICE PRINCIPAL, Grades 7-12

REPORTS TO: The Head of School

SUPERVISES: Students and staff as assigned by the Head of School

NATURE AND SCOPE OF JOB:

The Vice Principal assumes responsibility for supervising students and staff, and assists the Head of School with implementing and managing the policies, regulations, and procedures to ensure that all students meet and exceed the Expected Schoolwide Learning Expectations.

Achieving academic excellence requires that the Vice Principal works collaboratively to lead and nurture members of the school staff and communicates effectively with students, parents and members of the community. Inherent in the position are the responsibilities for discipline of students, supervision of staff, technological management of administrative functions, curriculum development and program evaluation.

QUALIFICATIONS:

The Vice Principal shall:

1. Hold at least a Master's degree in education, preferably in School Administration.
2. Have a minimum of five (5) years of experience in teaching and senior management positions at Middle and/or High School level.
3. Demonstrate excellent organizational skills and have the ability to multi-task, prioritize and delegate with confidence.
4. Communicate orally and in writing to faculty, staff and parents with consistency, clarity and vision.
5. Demonstrate knowledge and understanding of effective discipline and motivation strategies, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Exhibit an affinity for the lifestyle and culture of a school environment.
8. Demonstrate the ability to use computer data management software packages and telecommunications.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities.
10. Have outstanding integrity and demonstrate good moral character and initiative.

VERIFICATION OF COMPETENCY:

1. Required documentation outlined in the qualifications above.
2. Three letters of reference from former employers, teachers, professors or other professional sources.
3. Official college transcripts.
4. Employment interviews.

EMPLOYMENT TERMS:

The Vice Principal shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Faculty and Staff Handbook.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by Academy's Board of Directors.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Vice Principal shall:

1. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
2. Assist the Head of School with curriculum development, program evaluation, teacher evaluations, allocation of instructional materials and resources, and coordination of activities of departments, ensuring that curriculum is current and addressing the Expected Schoolwide Learning Expectations.
3. Establish a Master Schedule for the school.
4. Serve as a role model for students and colleagues, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
5. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
6. Supervise in a fair and consistent manner an effective discipline system with high standards, consistent with the philosophy, values and mission of the school and in accordance with due process and other laws and regulations.
7. Immediately notify appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions or potential suicide.
8. Coordinate school and community resources for assigned students who need specialized assistance, including the services of the guidance counselor, social worker, psychologist, and others who may assist the student and family.

9. Supervise non-certificated personnel, as assigned by the Head of School, to ensure that all job responsibilities are met and exceeded.
10. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
11. Assist with administrative functions of the school as assigned by the Head of School, including facilities management and scheduling, student activities, school safety and security, emergency procedures, instructional field trips, assembly and special programs, and other areas.
12. Provide regular opportunities for students to celebrate success in instructional programs and extracurricular activities, and inform parents and the community of the accomplishments of students, staff, and the school.
13. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
14. Ensure compliance with all state laws, administrative codes, board policies and regulations.

EVALUATION:

The Head of School shall evaluate the Vice Principal, Grades 7-12 in accordance with guidelines outlined in the Faculty and Staff Handbook.