



**POSITION DESCRIPTION**

**DRAFT**

**Title: VICE PRINCIPAL**

**Department: Division of Educational Services**

**FLSA Classification: Exempt**

**Bargaining Unit: None**

**Work Year: 203 Days**

**Reports to: Principal**

**Board Approval Date: 5/28/25**

**Salary Grade: 33**

**Primary Function:**

To serve as co-administrator with the Principal in the management of the school; to perform administrative functions relating to student academic achievement, staff professional development, student attendance, behavior, and welfare; to supervise assigned certificated and classified personnel and other duties as assigned.

**Essential Job Functions include, but are not limited to the following:**

**Vision and communication**

- Assists the Principal in the general administration of the school.
- Provides leadership for the total school program in cooperation with the Principal.
- Assists with development of the master schedule, student class schedules, and staff assignments.
- Participates in professional development and training.
- Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.

**Instructional**

- Participates in curriculum development and instructional improvement.
- Assists the site principal in coordinating and overseeing the administration of State and district testing, local measures, diagnostics, common assessments and surveys
- Assist in developing, implementing revising and supervising instructional and other special programs to provide all students access to high-quality options and a variety of activities; ensure that curricular requirements are properly integrated and coordinated to assist all students to excel in reading, writing, and math.
- Responsible for oversight and implementation of curriculum pilots.
- Compile, analyze and interpret test data to evaluate the effectiveness of instructional programs

and testing processes; direct and participate in the collection, compilation and recording of required data; implement, continue or expand practices proven to raise student achievement.

### **Student Services**

- Administers student discipline and attendance aligned with Board Policy and California Education Code. Discipline and attendance practices should integrate policy, intervention, and correction with a restorative mindset.
- Meets with students, staff, and parents in the enforcement of school rules and policies.
- Engages staff in the development and implementation of policies related to student welfare and safety.
- Maintains and ensures accurate and timely records related to student attendance and discipline.
- Coordinates student services with support staff, such as counselors, psychologists, and community agencies.
- Assists Principal with oversight and implementation of Section 504 Plans
- Supervises and organize a wide variety of student activities, extra-curricular activities, and athletic events; schedule extra-curricular programs; attend a variety of school events, including activities, athletic events, dances, meetings, and others.

### **Special Services**

- Participate in and facilitate IEP meetings as LEA Administrator
- Monitor and ensure compliance with relevant special education timelines, including, but not limited, to IEP timelines and assessment timelines
- Ensure that IEP meetings are scheduled in a timely manner, in accordance with applicable laws and regulations
- Review IEPs as needed to ensure legal compliance
- Collaborate with Special Services to develop and maintain effective special education practices to support our students' needs
- Collaborate with Special Services when scheduling to ensure that students with IEPs have access to appropriate class schedules
- Responsible for providing appropriate space and time for special education assessment of students

### **Operations**

- Assumes responsibility for the operation of the school in the absence of the Principal.
- Assists with the supervision of school-sponsored activities and events.
- Prepares required reports and correspondence.
- Assists in the implementation of school and district policies and procedures.
- Assists in the implementation and oversight of:
  - Safety & Security: including but not limited to compliance with district, state, and federal safety regulations; campus safety policies and procedures, safety drills, potential hazards on campus.
  - Emergency Preparedness & Response: including but not limited to leading the school's emergency response team and related plans, coordinating with local emergency response agencies.
  - Student & Staff Well-Being: including but not limited to implementing risk reduction strategies related to bullying, violence, and mental health crisis; ensure compliance with mandated reporting laws for child abuse and neglect, support staff training on crisis

- intervention, de-escalation, and conflict resolution.
- Liability & Compliance: including but not limited to Investigate and document incidents, accidents, and student discipline cases; ensure proper reporting of workplace injuries and student accidents; implement procedures to reduce liability risks related to field trips, extracurricular activities, and transportation.
- Facilities & Environmental Risk Management: including but not limited to working with maintenance and operations to address facility-related safety concerns; ensure ADA compliance and accessibility for all students and staff; oversee campus supervision plans to minimize risks during school hours and events.

## **Human Resources**

- Assists in the supervision and evaluation of certificated and classified personnel. This may include the direct supervision of specific classified personnel and departments, including but not limited to supervision personnel, attendance, and school support staff.

## **Performs other related duties as assigned.**

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- Valid California Administrative Services Credential.
- Minimum of five years of successful teaching experience.
- Demonstrated leadership experience.
- Knowledge of school operations, curriculum, instruction, and student services.
- Strong organizational, communication, and interpersonal skills.
- Ability to work effectively with students, staff, parents, and community.

#### **Knowledge of:**

- TK-12 curriculum, instruction, and pedagogy.
- Current educational research and evidence-based programs and initiatives.
- Effective strategies, curriculum and instruction for use with English Language Learners.
- Alternative school settings.
- State and Federal Programs.
- Research-Based student behavior intervention practices.
- Special Education and the related laws and regulations.

#### **Ability to:**

- Clearly and effectively communicate with a variety of audiences.
- Clearly express information in written formats.
- Establish and maintain positive relationships with school and district personnel.
- Act in a professional and positive manner.
- Provide leadership with respect to the implementation of Board-adopted curriculum and policies, and the LCAP.
- Strategically think with a proven record of consistently exceeding goals in an educational setting.

## **Working Conditions**

- Office and school environment.
- Moderate to high stress level.
- Daily contact with students, teachers, parents, district staff, and community members.
- Occasional evening or weekend work.

## **Physical Abilities**

- Hearing and speaking to exchange information and make presentations.
- Seeing to read and prepare documents and reports.
- Sitting or standing for extended periods of time.
- Walking on school grounds and occasional travel to district sites.
- Dexterity of hands and fingers to operate a computer keyboard.

**Other duties related to this job description as assigned.**