

HANFORD ELEMENTARY SCHOOL DISTRICT
Job Description

VICE PRINCIPAL – JUNIOR HIGH SCHOOL

DEFINITION

To assist the School Principal in the organization and administration of the school.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the on-site Principal.

ESSENTIAL FUNCTIONS

1. Assist principal in providing leadership and guidance in improving the school's program in order to meet individual student's needs.
2. Work efficiently within a team environment.
3. Communicate effectively with staff, students, parents, community, and outside agencies to better meet the needs of students in the school.
4. Exhibit multicultural awareness, gender sensitivity, and racial and ethnic appreciation.
5. Articulate and support the middle school philosophy and standards-based curriculum.
6. Maintain and promote confidentiality as the norm under which the school operates.
7. Assist the principal in maintaining a safe, orderly, positive and effective learning environment.
8. Assist in the performance evaluation of all school-based staff.
9. Maintain a climate of respect and fairness for all staff and students.
10. Assist teachers in effective methods of motivating good behavior and maintaining discipline.

11. Establish and maintain discipline goals. Maintain accurate student discipline files.
12. Evaluate Yard Supervisors and other classified employees as assigned.
13. Assist with development, coordination, and supervision of student activities.
14. Maintain accurate records for auxiliary programs.
15. Assist with early intervention strategies for all students.
16. Perform other duties as may be assigned by the Principal.

NECESSARY EMPLOYMENT STANDARDS

Knowledge of:

Organizational principles and practices.

Laws, policies, rules, and regulations pertaining to student discipline laws, attendance, and transfers.

Student behavior objectives, principles, and procedures.

Skill and Ability to:

Establish and maintain effective relationships with staff, students, parents, and the public contacted in the performance of duties.

Identify and determine the basic nature of students' problems and needs, evaluate their relative urgency, and take action to alleviate the problems.

Supervise and evaluate the work of subordinate personnel.

Speak and write effectively.

Develop and conduct appropriate staff development meetings.

EDUCATION AND EXPERIENCE

Education: Bachelors Degree and completion of Professional Preparation Program, including required field work.

Experience: A minimum of five years of successful, full-time experience in certificated position(s), such as teaching, pupil personnel, librarianship, health services, or clinical or rehabilitative services.

License or Certificate:

1. Valid, preliminary or clear California teaching or service credential authorizing service in elementary (K-6) and/or intermediate (7-8) schools.
2. Eligibility for the Preliminary Administrative Services Credential.
3. Valid California Class C Driver's License.

WORKING CONDITIONS:

Environment: Office environment; subject to constant interruptions.

Physical Abilities: Hearing and speaking to exchange information in person or on the telephone; sitting or standing for extended periods of time; seeing to read and ability to interpret complex documentation; ability to drive an automobile to conduct work.

Hazards: Possible exposure to contact with dissatisfied or abusive individuals.

Adopted: 7/24/96

Revised: 6/7/99 (Title only)

Revised: 10/03/02