

SECONDARY/ELEMENTARY ASSISTANT PRINCIPAL,
TEACHER VICE PRINCIPAL

DEFINITION:

Serves as administrative and executive assistant to the school principal, assists in the administration of school and District initiated programs involving curriculum, budget, operations, guidance, students, and staff. Actively participates in the formation and implementation of District policies. Performs other related activities as assigned. Directly responsible to the school principal.

QUALIFICATIONS:**Credential**

- Administrative credential appropriate to the level of assignment or Certificate of Eligibility for Administrative Services Credential;

Experience

- A minimum of three years teaching and/or counseling with evidence of demonstrated leadership.

Education

- An advanced degree from an approved institution is not required but is desirable.

Other Information:

- Elevation to administrative candidacy, as recommended by a Folsom Cordova Unified School District Administrative Screening Committee, or out-of-District successful administrative experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Note: The duties and responsibilities of the vice principal vary among schools.

The following is a representative, but not inclusive, listing of the vice principal's functions.

- Assists the school principal, as assigned, in activities related to the school's curriculum programs, personnel, and facilities.
- Assumes assigned responsibility for curriculum development, including instructional materials and supplies, audio visual aids, library books, and textbooks.
- Coordinates various school activities, such as assembly programs, commencement exercises, contests, yearbooks, newspapers, and achievement awards.
- Administers student discipline programs, as assigned, including student counseling, parent/teacher conferences, and liaison with local law enforcement and social service agencies.
- Participates in assigned administrative procedures and reports, such as attendance, insurance, health, and various periodic fiscal reports.
- Assists, as assigned, in the selection, employment, and performance evaluation of certificated personnel in the school; includes employment interviews, classroom visits, in-service training, student teacher and teacher observation plans.
- Coordinates safety and health care services and activities, as assigned, such as Civil Defense programs, evacuation drills, and violence prevention and control.
- Acts as co-chairperson and/or representative for various general public relations functions, school and community activities, and special affairs.
- Assists, as assigned, in the maintenance of school's equipment, facilities, and general premises.
- Participates in the organization and implementation of extra-curricular activities, as assigned, assuring that events are conducted in an orderly manner, disturbances are quelled, crowds are controlled, and safety and health precautions are followed.

Approved by the Board of Education: 06/16/1981

Updated Board Approved: 05/03/2012

Title changed 5/24/2016

Secondary/Elementary Vice Principal, Assistant Principal, Teacher Vice Principal (continued)

- Administers, as assigned, the student activity program (including student government activities), student body budgets, and assists with the supervision of school public performances.
- Performs related assignments, as required.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.