

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## VICE PRINCIPAL



### **DEFINITION**

To assist the Principal in all areas of responsibility involving administering and initiating school and District programs involving curriculum, budget, operations, guidance, students and staff; to assist in coordinating assigned activities with other school sites, the District Office and the community; and to provide highly responsible and complex support to the Principal.

### **SUPERVISION RECEIVED AND EXERCISED**

Received general direction from the Principal.

Exercises direct supervision over certified and classified employees.

### **DUTIES**

#### **Essential Functions:**

1. Assist in administering, directing and managing school and district-initiated programs involving curriculum, budget, operations, guidance, students, and staff.
2. Assist in the implementation of goals, objectives, policies, and priorities.
3. Participate in the development and implementation of a district-approved curriculum program; curriculum alignment with content standards, performance-based assessments, use of instructional technology and articulation efforts.
4. Assist in the direction of the school's in-service and staff development program. Lead new teacher induction and support.
5. Select, train, motivate, and evaluate personnel; provide or coordinate district-approved staff training; work with employees to correct work related deficiencies; implement discipline and termination procedures.
6. Assist in planning, managing, and supervising school business operations; administer a budget within district guidelines, policies, and procedures; monitor and approve expenditures.
7. Assist in the development of the master teaching schedule.
8. Assist in administering school plans and organizational procedures, including student activities and student procedures.
9. Promote a healthy and safe student learning environment.
10. Ensure compliance with established district policies and procedures.
11. Plan, coordinate and evaluate the total program of pupil services, including guidance and counseling; participate in a variety of meetings monitoring student academics and behaviors including IEP, Student Study Teams, and 504's.
12. Assist in overseeing the use of curriculum materials, instructional supplies, equipment, building facilities, school grounds, and community resources; approve use of school facilities, in the absence of the Principal.
13. Confer with students, parents, teachers, law enforcement officers, and representatives of social welfare agencies to resolve individual pupil academic, mental, social, and behavioral problems.

14. Maintain good relationships with students, staff, and parents, and comply with established lines of authority.
15. Oversee extra-curricular activities.
16. Represent the school to the District Office, outside agencies and the community in the absence of the Principal; maintain effective community relations through frequent and effective public relations campaigns.
17. Maintain effective communications with parents; provide information of new policies and procedures in the district.
18. Meet with parents; review student progress of behavior problems as appropriate; Maintain high standard of student conduct and enforce discipline as necessary, according to education code.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in school curriculum and education administration.
20. Prepare and maintain a variety of District, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records, and academic achievement.
21. Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general community.
22. Maintain high standard of student conduct and enforce discipline as necessary, according to due process to the rights of students.
23. Operate a computer and other office equipment as assigned.
24. Assure the health, safety, and welfare of students.
25. Plan and facilitate the Secondary Education Curriculum Counsel (SECC).

**Marginal Functions:**

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a public school.

Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction.

Classroom procedures which promote appropriate student conduct and motivation for student learning.

Child guidance principles and practices.

School improvement goals, objectives, and programs.

Adequate Yearly Progress report requirements applicable to the school site.

Current trends and research concerning the growth and development of school-age students.

Standard and alternative learning theories.

Standardized student testing requirements.

Instructional standards and faculty requirements.

School law administration, applicable sections of the State Education Code and other applicable laws codes, and regulations under federal, state, and local.

Management skills to analyze programs, policies, and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget administration and monitoring.

Principles and practices of supervision, training, and performance evaluation.

Board and District policies, procedures, and regulations.

Interpersonal skills using tact, patience, and courtesy.

Research methods and report writing techniques.  
Oral and written communication skills.  
Maintain confidentiality.  
Basic computer operation.

**Ability to:**

Admire and support youth even through adversity.  
Plan, organize, direct, and coordinate the work of certified and classified staff.  
Select, supervise, train, and evaluate.  
Prepare clear and concise reports.  
Administer and monitor school budgets.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new instructional methods and techniques.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for successful job performance.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain consistent, punctual, and regular attendance.  
Maintaining emotional stability and self-control under pressure, challenge, or adversity.  
Present self as a positive representative of the school district

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of successful teaching experience, including school-based leadership roles and responsibility.

**Training:**

Equivalent to a Masters Degree from an accredited college or university with major course work in education, education administration, social work, or an education related field. Bilingual, oral and written (Spanish), preferred, but not required.

**License or Certificate:**

Possession of a valid California Teaching or other related Credential.  
Valid California Administrative Credential.  
Valid California Class C Driver's License.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office and school environment.

Constant interruptions.  
Driving a vehicle to conduct work.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position for extended periods of time.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
Bend at the waist, kneel or crouch.  
See to monitor students and read a variety of materials.

**JOB PROFILE:**

Annual Contract: 204 days  
Salary: Administrative Salary Schedule  
Board Approved: December 12, 2023