

DESCRIPTION:

Must have an appropriate Administrative Credential.
Serves as principal in the absence of the principal.

DUTIES AND RESPONSIBILITIES:

Assists principal with meetings and home/school communications.
Assists with the evaluation of the instructional program. 2.3 Assists principal with required reports.
Oversees Noon Duty Supervisors and organizes noon time activities.
Assists with supervision of child welfare, discipline program, and attendance.
Assists with counseling of students and foster school pride.
Serves as co-advisor of Student Council.
Conferences with parents.
Assists with supplies, textbooks, and audiovisual equipment.
Makes necessary home visits.
Assists in organizing and supervising assemblies. Assists with school fund raising campaigns.
Teaching and supervising of classes for teachers absent in emergency situations.
Assists in bringing about better teacher-to-teacher and administrative-to-teacher relationships.
Performs other duties as directed.

SUPERVISION:

Under direct supervision of building principal.

WORK YEAR AND SALARY:

The Elementary Vice-Principal shall have a 210 day work year and be placed on the Management/Confidential Salary Schedule.