

MIDDLE SCHOOL VICE PRINCIPAL

1.0 Description

1.1 Must have an appropriate Administrative Credential.

Serves as principal in the absence of the principal; assists in developing and maintaining curriculum within the various school programs, as directed.

2.0 Duties and Responsibilities

2.1 Instructional Duties

2.1.1 Assists principal in administering the school.

2.1.2 Orders and distributes instructional supplies and books.

2.1.3 Assists in the development, preparation and implementation of curriculum.

2.1.4 Assists in assigning substitute teachers.

2.1.5 Counsels students on discipline matters.

2.1.6 Is responsible, at the building level, in handling student discipline. He/she shall refer to the principal the severe discipline problems for action. He/she shall have the authority to exercise the district's discipline policy.

2.1.7 Assists with supervision of classified personnel.

2.1.8 Oversees Noon Duty Supervisors.

2.2 Adjunct Duties

2.2.1 Assists principal in organizing and planning student body activities.

2.2.2 Assists principal in organizing and scheduling assembly programs.

2.2.3 Assists in overall welfare of certificated/classified personnel.

2.2.4 Assists principal with required reports.

2.2.5 Supervises student transportation.

2.2.6 Participates as a member of the administrative staff at school level.

2.2.7 Represents school at community functions.

2.2.8 Interprets and supports the school's progress.

2.2.9 Performs other duties as directed.

3.0 Supervision by:

3.1 Under direct supervision of building principal.

4.0 Work Year and Salary

The Intermediate School Vice-Principal shall have a 200 day work year and be placed on the Management/Confidential Salary Schedule.