

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Vice Principal I, II or III | REPORTS TO: | Principal |
| DEPARTMENT: | Assigned School Site | CLASSIFICATION: | Management |
| FLSA: | Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | July 28, 2010 | SALARY: | Varies/Management Salary Schedule |

BASIC FUNCTION:

Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned school site to assist students to stay in school on target to graduate; assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned to provide students access to high quality options and a variety of activities; supervise and evaluate the performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Vice Principal classification are assigned to work in one of the following specific areas:

- Vice Principal I - Elementary school or school of comparable size and complexity
- Vice Principal II - Middle school, K-8 or school of comparable size and complexity
- Vice Principal III - Comprehensive high school or school of comparable size and complexity

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, coordinate and participate in programs and activities related to school function such as instruction or student discipline; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs. *E*

Perform a variety of timely and efficient administrative duties to assist the Principal in managing the school to assist in implementing, continuing or expanding practices proven to raise student achievement; assume the duties of the Principal as assigned to provide timely delivery of high quality services to meet the needs of students, families and staff; develop and monitor assigned budgets. *E*

Supervise and evaluate the performance of designated certificated and classified personnel; provide clear, constructive feedback to improve staff effectiveness; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff. *E*

Communicate in a timely and professional manner with District personnel, parents, and families to provide information, coordinate activities and services and resolve issues, concerns or questions. *E*

Develop and administer disciplinary procedures in accordance with current policies laws, rules and regulations; confer with students, families, teachers and community agencies: suspend or recommend expulsion of students as appropriate; attend expulsion hearings as needed. *E*

Establish, coordinate and maintain communication and collaborative relationships with staff, families, students and the community; attend and actively participate in a variety of meetings and events to represent the school in a positive manner; develop correspondence, publicity and other public relations media to

promote school activities, special events and achievements. *E*

Assist in developing, implementing revising and supervising instructional and other special programs to provide all students access to high quality options and a variety of activities; ensure that curricular requirements are properly integrated and coordinated to assist all students to excel in reading, writing, and math. *E*

Provide direction to a variety of faculty, staff and students regarding programs and services including placement in alternative programs to assist all students to stay in school on target to graduate. *E*

Effectively provide direction for the school's guidance and counseling services, student activities, school attendance issues and plant maintenance; ensure programs and services meet established objectives and requirements. *E*

Compile, analyze and interpret test data to evaluate the effectiveness of instructional programs and testing processes; direct and participate in the collection, compilation and recording of required data; implement, continue or expand practices proven to raise student achievement. *E*

Prepare and present in-services to families, community and staff on District school policies; implementation of policies to provide a safe, clean and orderly learning and working environment. *E*

Supervise and organize student activities and athletic events; encourage all students to engage in arts, activities and athletics; schedule extra-curricular programs; attend a variety of school events including athletic events, dances and meetings. *E*

Direct the preparation and maintenance of a variety of District, County, State and Federally-mandated records and reports regarding student attendance, discipline, attendance, test scores, cumulative records and academic achievement to ensure the financial viability of the district; prepare and maintain correspondence, records and reports. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience or experience in pupil personnel services. Teaching experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Comprehensive organization, activities, goals and objectives of an assigned school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Instructional standards and faculty requirements.
- Labor relations law and employee contracts.
- State plant facility requirements.
- Principles and practices of administration, supervision, training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills using correct English, grammar, spelling, punctuation and vocabulary.
- Basic computer operation.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

Direct activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.

Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.

Learn new or updated computer systems/programs to apply to current work.

Plan and organize work to meet schedules and time lines to provide timely delivery of high quality services.

Read, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures

Skillfully supervise and evaluate staff performance and support performance improvements throughout the organization.

Use student achievement data to develop student-centered goals for improving learning and teaching in classrooms to eliminate the achievement gap.

Manage change and help groups of people make decisions that remain over time.

Focus and appropriately allocate resources toward identified goals

Communicate in formal and informal settings a message centered on teaching and learning, student achievement, and resource allocations using effective skills.

Provide timely delivery of high quality services.

Perform courageously and ethically to accomplish stated goals.

Assist in sustaining and monitoring the financial viability of the district.

Provide clear expectations and regularly support professional growth.

Assist in providing a safe, clean and orderly learning and working environment.

Communicate, understand, and follow both oral and written directions effectively.

Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.

Provide clear expectations and regularly support professional growth.

Analyze situations accurately and timely, and adopt or recommend effective courses of action.

Demonstrate high energy, potential and commitment to meet goals.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment and outside supervising students; constant interruptions; driving to off-site locations to conduct work; contact with dissatisfied individuals.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor programs and activities; sitting for extended periods of time; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves.