



**VICE PRINCIPAL  
CHARTER SCHOOL**

Certificated Job Description

**IMMEDIATE SUPERVISOR:**

Principal/Coordinator

**ESSENTIAL FUNCTIONS:**

1. Model excellent educational practices and theories, assist with development of the instructional program, and build a positive relationship with the students, staff, parents, and other community members.
2. Work with the Principal and directs in providing leadership to the staff in determining objectives and identifying program needs as the basis for developing long and short- range plans.
3. Assist in the supervision of staff as needed in accordance with the program's adopted uniform guidelines for evaluation and assessment, recommend appropriate action in cases of substandard performances, and identify and encourage individual teachers with leadership potential.
4. Monitor student progress and alignment with existing guidelines.
5. Communicate effectively with related agencies and parents relative to student's education program, progress and school attendance.
6. In coordination with the Principal, implement organizational procedures for health, safety, discipline, and conduct of students as established in the program procedures.
7. Assist in the daily operation in accordance with policies and procedures.
8. Assist all instructional personnel in the instructional process.

**MINIMUM QUALIFICATIONS:**

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, practices and legal guidelines in Charter School education.
2. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
3. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other

required job conditions have been met.

B. Professional Qualifications:

1. Ability to work effectively with staff (certificated and classified), other professional organizations, and parents.
2. Presents self in a professional manner.
3. Performs duties and responsibilities with a high degree of professional integrity.
4. Ability to work with students and defuse possibly explosive situations.
5. Ability to communicate effectively with staff, parents, and students.
6. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

**TRAINING AND/OR CREDENTIALS**

A. Education:

1. Must possess or be eligible for a valid Administration credential.
2. Must possess a valid teaching or pupil services credential.

B. Experience:

1. Successful experience in the Charter School setting.
2. Progressive responsible experience with at least one of the following administration duties: curriculum development, student management, collaboration with on-site agencies and other related experiences.

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