



VICE PRINCIPAL
COURT, COMMUNITY, AND CHARTER SCHOOL PROGRAMS
Certificated Job Description

IMMEDIATE SUPERVISOR:

Principal/Coordinator

ESSENTIAL FUNCTIONS:

1. Models excellent educational practices and theories, develops and maintains the instructional program, and builds a positive relationship with the school, parents and other community members.
2. Works with 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, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
4. Assigns all students in such a way as to encourage their optimum growth.
5. Conducts I.E.P. and Community School screening team meetings as mandated by local, state, and federal laws.
6. Monitors student progress and alignment with existing guidelines.
7. Communicates effectively with schools, related agencies and parents relative to student's education program, progress and school attendance.
8. Implements organizational procedures for health, safety, discipline, and conduct of students as established in the program procedures.
9. Assists in the daily business operation in accordance with policies and procedures.
10. Assists all instructional personnel in the instructional process assigned to assist teachers 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 Court, Community and 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.

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.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold proper Supervision or Administration credential.
2. Master's degree, preferred.

B. Experience:

1. Successful experience in classroom teaching with delinquent or predelinquent students (preferably in Court, Community, Charter or alternative school setting).
2. Demonstration of experience in working with delinquent and predelinquent youth and/or students in alternative settings preferred.
3. 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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