



**VICE PRINCIPAL**  
**COURT AND COMMUNITY SCHOOLS**  
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.

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 hold or be eligible for a valid Administrative credential.
2. Must hold a teaching or services credential
3. Must hold a Master's degree from an accredited university

B. Experience:

1. Successful experience working with delinquent or predelinquent students (preferably in Court, Community, Charter or alternative school setting).
2. Successful teaching experience in a classroom setting is preferred.
3. Progressively responsible experience in providing leadership in a school district or setting is desired.