

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: VICE PRINCIPAL-MIDDLE SCHOOL

BASIC FUNCTION:

Under the direction of a Principal, organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned middle school (7-8); assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and participate in programs and activities related to the operation of an assigned middle school, including instruction, student discipline and other programs; enforce applicable State and District codes, policies and laws; administer District and school site discipline policies and safety programs.

Perform a variety of administrative duties to assist the Principal in managing the school; assume the duties of the Principal as assigned.

Supervise and evaluate the performance of designated certificated and/or classified personnel; assign duties to faculty and staff as appropriate to meet school objectives; assist with recruiting, interviewing and selecting new faculty and staff.

Develop and administer disciplinary procedures in accordance with District policies and State laws; receive referrals and confer with students, parents, teachers and community agencies; respond to and resolve parent, student and staff complaints; serve on discipline or expulsion panels as assigned.

Participate in the preparation of the master calendar for the school; assure schedules meet State requirements; distribute to staff, students and parents.

Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines.

Establish, coordinate and maintain communication with community and parent groups; attend and conduct a variety of meetings and events; develop correspondence to promote school activities and achievements.

Monitor and organize attendance functions; prepare letters and call parents as needed regarding absent or tardy students.

Provide direction to a variety of faculty, staff and student programs and services; participate in informal and formal classroom visitations and observations; provide recommendations and suggestions as appropriate.

Provide direction to the school's guidance and counseling services, student activities, student government, school attendance issues and plant maintenance; assure programs and services meet established objectives and requirements.

Supervise and organize student activities, extra-curricular activities and athletic events; schedule extra-curricular programs; attend a variety of school events including athletic events, dances, meetings and others.

Assure the health, safety and welfare of students.

Operate a computer and other office equipment as assigned.

Assist with developing and monitoring the school budget; order supplies as needed.

Prepare and maintain a variety of District, County, State and federally-mandated records and reports regarding student attendance, discipline, cumulative records and academic achievement.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Comprehensive organization, activities, goals and objectives of an assigned middle school.
- School law administration, applicable sections of the State Education Code and other applicable laws.
- Instructional standards and faculty requirements.
- Board and District policies, procedures and regulations.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic computer operation.

ABILITY TO:

- Organize, coordinate and administer assigned programs and activities related to student discipline, attendance and instruction at an assigned middle school.
- Assist the Principal with administrative duties involving student conduct, curriculum development and school plant operations as assigned.
- Direct, evaluate and supervise assigned certificated and classified staff.
- Oversee activities regarding personnel, the physical plant, student services and activities, curriculum and instruction.
- Prepare and deliver oral presentations.
- Establish, coordinate and maintain communication with community and parent groups.
- Assist with the implementation, evaluation and modification of instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- See to monitor students and read a variety of materials.

Move hands and fingers to operate a computer keyboard.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

California Teaching or other related Credential.
California Administrative Credential.
Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.