

North Wasco County School District
Job Description – Vice Principal and Athletic Director

Title: High School Vice-Principal
Classification: Administrative
Reports To: District Superintendent
Work Year 220 Days/Year

Job Purpose Statement/s – Educational Leader

The job of "Vice Principal is done for the purpose of assisting the principal in managing overall school site operations in accordance with school, District and State policies; providing instructional leadership to staff, maintaining safety of school environment; coordinating site activities; communicating information to staff; addressing situations, problems and/or conflicts that could negatively impact the school, and representing the school in the community.

Achieving academic excellence requires that the school Vice Principal work collaboratively with building staff to direct and nurture all members to communicate effectively with parents and students. Inherent in the position are the responsibilities for scheduling, curriculum and assessment development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Job Qualifications & Experience:

- Masters or Doctorate Degree in either Education or Administration (*prefer a focus on curriculum and instruction*).
- Administrative experience at the building level is preferred (*at a minimum an intensive internship or practicum experience.*)
- Successful classroom teaching experience at either the elementary or secondary level preferred.

Skills, Knowledge and/or Abilities Required:

Skills to appropriately manage personnel, programs and fiscal resources, communicate effectively orally and in writing, and problem solve. *Knowledge* of;

- curriculum and instruction based on best practices,
- research on effective teaching strategies particularly with English Language Learners and special needs learners,
- State and Federal Education Law, District Policies, Collective Bargaining Agreement, types of assessment and how to effectively use assessment data for school improvement and staff development.

Ability to provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Administrative Licensure.
- Criminal Justice Fingerprint Clearance (through Teacher Standards and Practices), Valid Driver's License and evidence of insurability and district drug screen.

Essential Job Functions:

1. **Overview:** Assist building administration to organize, manage, evaluate, and supervise effective procedures for the operation and functioning of the entire school, consistent with the philosophy, mission, values and goals of the school and district. This includes instructional programs aligned to the state standards, extracurricular activities, discipline systems that ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations.
2. **Facilitates** communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.

3. **Facilitates** various meetings (e.g. building leadership, curriculum and assessment, safety, site advisory, assigned district committees, staff development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district and/or state objectives.
4. **Intervenes** in occurrences of inappropriate behavior of students and/or parents for the purpose of safety and to assisting students in modifying inappropriate behavior, develop-successful interpersonal skills. These interventions will be appropriately documented and, in the case of students, may include discipline up to and including suspension.
5. **Manages** various school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
6. **Prepares** documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
7. **Presents** information on various topics for the purpose of communicating information and/or gaining feedback.
8. **Supports** staff for the purpose of assisting with their job functions of maintaining overall school site operation.
9. **Leads** School Improvement efforts with building leadership and staff; implements effective strategies to improve instruction and reduce achievement gap at school level.
10. **Directs** implementation of district curriculum in each classroom.
11. **Participates** in the hiring of staff, supervises and evaluates licensed and educational support staff.
12. **Collaborates** with District personnel and peers to improve student achievement through the implementation of programs and strategies to accomplish school and district mission and vision goals.
13. **Develops** budgets; monitors spending for the purpose of achieving program objectives efficiently.
14. **Communicates** effectively with staff, students, parents, School Board and community about the school.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None <input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None <input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None <input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.
I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Print Name

Employee Signature

Date