

AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
VICE PRINCIPAL, SECONDARY

BRIEF DESCRIPTION OF POSITION

Serves as administrative and executive assistant to the school principal, assists in the administration of school and District initiated programs involving curriculum, instruction, budget, operations, guidance, students, and staff. Actively participates in the formation and implementation of District policies. Performs other related activities as assigned. Directly responsible to the school principal.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists the school principal, as assigned, in activities related to the school's curriculum programs, personnel, activities and facilities.
2. Administers student discipline programs, as assigned, including student counseling, parent/teacher conferences, and liaison with local law enforcement and social service agencies.
3. Provide due process for students on a case by case basis.
4. Implement restorative justice practices and proper discipline procedures.
5. Interprets and follows all school, District, State and Federal policies and procedures.
6. Communicate orally and electronically with students, staff, parents, industry partners, and community members for purposes of conveying information, receiving feedback, and participating in thoughtful discussions.
7. Implements effective guidance and health services for all students.
8. Participates in assigned administrative procedures and reports, such as attendance, insurance, health, and various periodic fiscal reports.
9. Acts as co-chairperson and/or representative for various general public relations functions, school and community activities, and special affairs.
10. Assists, as assigned, in the maintenance of school equipment, facilities, and the general premises.
11. Participates, as assigned, in the organization and implementation of extra-curricular activities assuring that events are conducted in an orderly manner, disturbances are quelled, crowds are controlled, and safety and health precautions are followed.
12. Participate in meetings, workshops, conferences, and seminars to gather and disseminate valuable information to improve school programmatic success, as well improving personal and professional growth.
13. Participates as a member of the administrative team to carry out the strategic plan established by the district.
14. Supports the implementation of the school's Single Plan for Student Achievement (SPSA) in conjunction with the School Site Council.
15. Implements and monitors school improvement and intervention programs including before, during, and after school and extended year programs.
16. Collaborates with the leadership team, department chairs, and other staff, to ensure effective instruction, appropriate interventions and supports needed to increase the academic achievement, social-emotional wellness, and behavioral success of all students of each demographic subgroup.
17. Coordinates, and participates in SST, 504 and IEP meetings as assigned.
18. In collaboration with the principal and Student Study Team, assesses and defines problems students may be experiencing (e.g., academic, attendance, family interactions, social-emotional, behavioral, and/or school/community relations) which interfere with the

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student's ability and potential to learn; recommends appropriate supports to address identified problems.

19. Makes regular classroom visits to observe instruction and determine the extent to which instructional methods and materials are being used effectively and to coach teachers.
20. Provides professional development to staff for continuous school improvement.
21. Develops communication networks that enable school personnel, parents and community leaders to be knowledgeable about academic support programs.
22. Assists in the school's plan and implementation of effective student, parent, and community engagement activities.
23. Assists in the selection, employment, coaching, feedback, evaluation, and communication with certificated and classified personnel in the school including employment interviews, classroom visits, professional development, student teachers and teacher observation plans.
24. Analyzes data from program assessments to develop and implement plans for instructional improvement growing.
25. Assumes the duties of the Principal in his/her absence.
26. Other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Credential: Valid California credential authorizing service as an administrator.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspects of education administration.
3. Experience: Successful teaching and school site or district leadership experience.

**OTHER REQUIREMENTS:**

These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States

Must possess a valid California Driver's License

Must provide proof of automobile insurance coverage

Fingerprint and Background clearance

Valid Tuberculosis (TB) clearance

**PAYRANGE**

Certificated Administrative Salary Schedule

Level II, 192 Days at Junior High Schools

Level III, 197 Days at High Schools

**FLSA Status:** Exempt

**Employee Group:** Management