

AMADOR COUNTY UNIFIED SCHOOL DISTRICT VICE PRINCIPAL ELEMENTARY

The Elementary School Vice Principal assists the Principal in the areas of instruction, staff supervision, student programs and curriculum

Major Duties and Responsibilities

1. Assumes responsibility of school in absence of Principal.
2. Shares responsibility for the safety and supervision of students.
3. Shares responsibilities for student discipline when referred by teachers, counselors, or parents.
4. Works with the support staff on issues related to absence, health and guidance.
5. Supervises Student Government activities, including elections and Student Body membership campaigns.
6. Supervises student activities; coordinates and administers student incentive and recognition activities.
7. Assists the Principal in the evaluation of staff members.
8. Assists in the orientation and supervision of new teachers.
9. Assumes responsibility for instruction and curriculum as assigned by the Principal.
10. Assists in the coordination and ongoing implementation of At-Risk Programs.
11. Assists in the interpretation of school programs to parents and the community.
12. Assists in the compilation and completion of reports.
13. Performs other tasks as assigned.

Pay Range

Salary Level I on the Administrative Salary Schedule.