

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
VICE-PRINCIPAL, HIGH SCHOOL

BRIEF DESCRIPTION OF POSITION

The high school Vice Principal assists the Principal in the areas of instruction, staff supervision, programming, curriculum, and student activities.

MAJOR DUTIES AND RESPONSIBILITIES

1. Assumes the duties of the Principal in his/her absence.
2. Shares responsibility for a healthful environment and safe school facilities.
3. Interprets the school and District programs, policies and procedures to students and staff.
4. Assumes responsibility for the general supervision and discipline of students within the school.
5. Assumes responsibility for aiding the Principal in the designing of a master schedule.
6. Visits classrooms and participates in the evaluation of teachers and other staff members.
7. Plans, supervises and directs all student activities and the use of school facilities.
8. Assists with the selection and use of instructional materials, methods and textbooks.
9. Assists the Principal in the selection of staff members.
10. Participates in the development of new instructional programs.
11. Acts as a resource person to the faculty in instructional matters and classroom management techniques.
12. Assists in the planning of school activities.
13. Assumes responsibility for the general supervision and discipline of students and spectators at athletic events and other extra-curricular activities.
14. Works with parents to promote good relations between home and school.
15. Works with the community and the communication media to promote a positive school-site image.
16. Responsible for personal and professional growth.
17. Performs other related duties as assigned.

SUPERVISION EXERCISED OR RECEIVED

Under the direction of the Principal.

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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 school administration
3. Experience: Successful teaching experience.