

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Vice Principal	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	Varies
<b>ISSUED:</b>	May 23, 2002		

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### **BASIC FUNCTION:**

To act as co-administrator with the school principal performing duties as assigned by the principal involving major portions of school operation and to assume administrative responsibility for the school in the absence of the principal.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

### **E = Essential Functions**

Provide leadership to the instructional program, including development of curricular experiments, pilot programs, and innovative instruction. **E**

Supervise assigned departments or subjects of instruction. **E**

Evaluate or assist the principal in evaluating certificated and classified staff including orientation and training necessary to prepare the staff for evaluation. **E**

Develop the master program of the school including room assignments, teacher assignments, data processing coding and school organization. **E**

Plan for the most effective use of materials, supplies, equipment, facilities, and grounds. **E**

Plan, organize, and implement a school-wide program for the supervision and control of pupils. **E**

Confer with pupils, parents, teachers, law enforcement officers, and representatives of social welfare agencies to resolve serious pupil academic, attendance, and behavior problems. **E**

Identify, provide, assign, and coordinate inservice growth opportunities for school personnel. **E**

Plan, organize, and supervise program of extracurricular activities including athletics, social activities, music and drama activities, student government, assemblies, contests, and publications. **E**

Supervise assigned school auxiliary services including the safety program, library service, textbooks, and audiovisual equipment and supplies. **E**

Assign, supervise, and evaluate paraprofessional personnel, substitute teachers, and volunteers. **E**  
Supervise the safety and security of pupils, buildings, parking areas, and grounds. **E**

Request, coordinate, and evaluate the services of district resource staff, district counselors, and other district personnel operating in the school. **E**

Assist the principal in interpreting the district and school educational program to staff, parents, and community. **E**

Supervise the school's participation in the district's pupil/data processing operation. **E**

Supervise and coordinate bus transportation of pupils. **E**

Serve as assigned on district-wide committees. **E**

Perform other duties as assigned.

**MIMIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of education, training, or experience equivalent to three years of effective teaching experience and site leadership experience as well as a thorough knowledge of instructional strategies.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California administrative services credential.

Valid California driver's license and availability of private transportation.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Comprehensive organization, activities, goals and objectives of a district school site.

Applicable sections of the State Education Code and other applicable laws.

State and local curriculum requirements.

Board of Education and district policies, procedures, and regulations.

Principles and practices of administration, supervision, and training.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Operate standard office equipment including computers and related software applications.

Communicate effectively orally and in writing; establish and maintain effective working relationships with others.

Provide leadership of the San Diego Literacy Framework\*, San Diego Mathematics Framework\*, and standards based instruction.

Lead the implementation of research-based teaching practice, and to coach teachers in the implementation of strategies which lead to improvement of instruction.

Possess the skill and insight to analyze school achievement data and lead the staff in constantly studying, evaluating, and modifying current instructional practice to accelerate students' academic achievement.

Build capacity by formulating, leading, and evaluating the effectiveness of professional development based upon classroom observations.

Manage site budgets and other resources in support of the instructional goals of the site.

Conduct objective daily observation of instructional practices and student learning in classrooms and provide follow-up feedback to all teachers as their support and coach.

Plan and organize work; meet schedules and timelines; maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment, subject to constant interruptions; driving to off-site locations to conduct work; supervision responsibilities including day and evening outdoor activities.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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