

Pierce Joint Unified School District Job Description

JOB TITLE:	Elementary Vice-Principal
SALARY LEVEL:	Administrative
LOCATION:	Arbuckle Elementary School and Grand Island Elementary School
REPORTS TO:	Elementary School Principal
BOARD APPROVED:	4/16/2015

SUMMARY: Assists the Principal in planning and management of both elementary school sites. Ensures a safe, orderly and positive environment that meets the needs of students and staff. Participates in the leadership of certificated and classified staff, budget administration, education, and state and federal program management. Ensures maintenance and upkeep of school sites to promote a safe learning environment. Provides administrative support to Principal.

ESSENTIAL DUTIES AND RESPONSIBILITIES AS ASSISTANT PRINCIPAL include the following:

- Communicates and implements student behavior codes based on District and school guidelines.
- Participates in the establishment of, and implements programs designed for involving youth, parents, and the community in learning programs.
- Ensures a positive school climate by fostering an environment of cooperation, mutual respect, courtesy, and personal responsibility among students and staff.
- Maintains procurement, inventory, and distribution of textbooks and teacher materials.
- Promotes student relationships by interacting with students and staff.
- Processes discipline referrals. Confers with staff during in-service training and committee meetings, consults with principal and acts as a liaison with outside agencies involved with students. Reviews student records and written standards of behavior.
- Promotes communication and outreach with a variety of service providers to address multiple needs of students and families.
- Assists in data analysis to support instruction.
- Attends and participates in a variety of District and school committees. May keep minutes or other records and initiate follow-up as necessary.
- May assume the role of Principal in his/her absence.
- Works with site custodians to maintain equipment and facilities and initiative necessary repairs. Insures compliance with procedures and initiates facility inspections.
- Monitors implementation of school safety plans.
- Administers testing and assessment for student progress and placement. Consults with teachers and staff regarding student assessment records.
- Assists with the coordination and facilitation of staff development.
- Supervises and/or evaluates classified and certificated staff. Ensures District policies and evaluation timelines are met.
- Facilitates, calendars and coordinates the student study team meetings and 504 meetings.
- Performs role of District Testing Coordinator.
- Performs other duties as required to accomplish the objectives of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Professional specialization in principles and practices of California education school management, through knowledge of curriculum and instruction, budget practices, supervisory techniques, facility management and regulation, policies and procedures related to education. Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Thorough knowledge of student behavior and discipline, supervision, training and performance evaluation. Knowledge and understanding of pertinent Federal, State and local laws, codes and regulations; and effective instructional practices and standards-based instruction.

ABILITY TO: Plan, organize, direct and coordinate the work of certificated and classified staff at a school site. Assists in the selection, supervision, training and evaluation of staff. Identify and respond to issues, concerns and needs of students, parents and staff. Develop, implement and administer goals as outlined by the District and school. Assists with budget administration. Monitors equipment purchases, maintenance and repairs. Communicates with District and site administrators, staff, students and parents. Review and prepare clear and concise reports. Interpret and apply, Federal, State and local policies, procedures, laws and regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Requires Bachelors degree or equivalent from an accredited college or university with major course work in education. Also requires California teaching and administrative credentials. Minimum of 3 years teaching in an elementary school, including increasing responsibility in administrative capacity.

CERTIFICATES, LICENSES: First aid/CPR certificates must be acquired during the employee's probationary period. Requires a valid California Driver's License.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires sufficient visual acuity to recognize words and letters, ambulatory ability to conduct visitations at various locations within the facility, speech and hearing ability to carry on conversations both in person (formal speaking and informal discussions) and on the phone.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands

and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Due to the busy nature of a school, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

****EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB****