

VICE PRINCIPAL (JUNIOR HIGH/MIDDLE SCHOOL)Job Summary

Under the direction of the Junior High/Middle School Principal, the Assistant Principal shall serve as a member of the school site administrative team and will perform delegated responsibilities in the areas of student control and discipline; coordination of student activities; scheduling of pupils; supervision of data processing; supervision of attendance accounting, curriculum and staff evaluation; and perform other duties as assigned

Qualifications:Required:

- Valid Administrative Credential
- Master's Degree
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Demonstrate qualities of leadership requisite to the supervision of personnel
- Knowledge of curriculum and instruction and legal aspects of student discipline and attendance

Knowledge and Ability:

1. Ability to confer with teachers, students and parents and decide appropriate disciplinary measures when necessary
2. Knowledge of district, State and Federal regulations concerning discipline and pupil rights
3. Knowledge of school rules and procedures
4. Knowledge of workings of student council, sports, etc
5. Ability to delegate responsibility
6. Knowledge of district and school regulation concerning student activities and athletics
7. Ability to confer with parents, knowledge of Education Code pertaining to attendance and truancy; knowledge of SARB procedures
8. General knowledge of the daily duties of the principal and overall operation of the school
9. Ability to exhibit fairness in teacher and aide duty assignments
10. Ability to maintain order and discipline on campus
11. Knowledge of all provisions of the contract
12. Knowledge of district's procedures for meeting the contract provisions
13. Knowledge of Education Code provisions governing employee organization contracts
14. Knowledge of Board objectives and districts goals
15. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are, but not limited to, the following:

1. Mental acuity to advise and consult with students, personnel, administrators, parents and others relating to programs and services
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended period of time
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids
4. Facility to hear and understand speech at normal rooms levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone, and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone
7. Physical agility to lift, bend, stoop and to reach overhead

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8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job