

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

VICE PRINCIPAL – ELEMENTARY SCHOOL

BRIEF DESCRIPTION OF POSITION

Under the direction of the principal, the vice principal will:

- Plan, coordinate, develop, implement, and evaluate all programs related to curriculum instruction, staff development and training.
- Assist in the areas of curriculum support, child welfare and attendance, student co-curricular activities, discipline and policy enforcement, school events, categorical programs, and testing.
- Assist the principal in the observation and evaluation of certificated and classified staff.
- Provide assistance in other specific areas, which may or may not directly involve the activities regularly assigned to him/her as assigned by the principal.
- Assume responsibilities of the principal in the principal's absence.

GOALS OF EFFECTIVE PERFORMANCE

- Continue improvement of the district's school educational program.
- Develop quality professional growth and training programs that support student learning.
- Emphasize high academic expectations for all students.
- Maintain a safe, orderly environment conducive to learning.
- Promote ongoing, effective communication among staff, students, parents and the community.
- Coordinate programs that meet the needs of students of all ability levels and interests.
- Continue efforts to improve the school's instructional program.
- Promote a positive school climate.
- Continue to grow professionally.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The vice principal will be responsible for general areas of curriculum, instruction, welfare attendance, activities, discipline, and supervision. The vice principal will work with the school's counselors to organize and deliver guaranteed guidance services.

Instructional Program:

- Assists in the supervision and coordination of the district curriculum and its development.
- Evaluates certificated and classified staff.
- Maintains a current level of information regarding new developments and trends in the education field, as well as attends curriculum-related conferences.
- Assists in the provision of inservice training of the staff.
- Facilitates the achievement of instructional and curriculum objectives.
- Coordinates and assumes responsibility for the implementation of the testing program.
- Attend Student Study Team and Individual Educational Planning meetings, as assigned; assist in the coordination of Special Education support services with District staff

Activities:

- Assists and coordinates the student body co-curricular activities.
- Assists and coordinates the student body extra-curricular activities such as after-school clubs and sports.
- Assists in the preparation of the school calendar of events and activities.
- Attends and supervises extra-curricular activities such as dances, plays, musical events, parent education, etc.
- Promotes school, parent, and community relationships.
- Supervises parent and community-invited programs such as parent education workshops, recognition events, awards assembly, promotion, Back-to-School night and Open House.
- Serves as liaison for community and civic organizations as directed by the principal.

Student Welfare and Attendance:

- Confers with students, parents, school personnel, and outside community agencies on matters related to the welfare of assigned students.
- Conducts investigations concerned with assigned students' absenteeism and assists in solving problems related to absenteeism.
- Provide support for the development and implementation of the School Safety Plan.

Student Discipline

- Directs and coordinates student discipline
- Directs and coordinates on-campus supervision as directed.
- Coordinates emergency programs relating to safety, fire, earthquake and civil defense.

General

- Supervises noon aides.
- Assists the principal in hiring, supervising, and evaluating certificated and classified personnel.
- Assists the principal in all tasks related to the adherence to the adopted curricular programs by all certificated staff.
- Implements the contract provisions as delineated in the certificated and classified master contracts.
- Communicates and interprets policies, programs and activities of the district and school to the students, staff, parents and community.
- Performs other special duties as may be assigned by the principal and/or district office.

REPORTS TO: Principal

MINIMUM QUALIFICATIONS:

- Successful experience as a teacher who is able to recognize and monitor effective instructional practices is expected.
- A demonstrated ability to involve, to establish rapport, and to work effectively and constructively with teachers, counselors, classified staff, and students.
- Effective communication skills, both verbal and written.
- Good organizational ability.
- Knowledge of and involvement with effective instructional programs at the elementary school level.
- Valid California Administrative Credential

Experience:

- At least five years teaching experience in an elementary school
- Knowledge of clinical instruction and supervision.
- Knowledge of laws relating to student discipline, welfare, and attendance.
- Knowledge of supervision of school personnel.
- Knowledge of student activities and government.
- Site or district level leadership role desirable

Education:

- Masters' degree preferred

WORK YEAR: 207 DAYS

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. While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and climb or balance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Adopted: 4/5/2017