

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

HIGH SCHOOL VICE PRINCIPAL

BRIEF DESCRIPTION OF POSITION

Under the direction of the Principal, the Vice Principal works in a team with fellow Vice Principals, Educational Advisors and staff to provide the organization and delivery of guaranteed guidance services, curriculum support, child welfare and attendance, student co-curricular activities, discipline and policy enforcement and school events.

The Vice Principal assists the principal in the observation and evaluation of certificated and classified 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 and community; assists the Principal in such duties as may be assigned, including those that relate to the overall administration of the school's affairs which may or may not directly involve the activities regularly assigned to him/her; and performs other special duties as may be assigned by the Principal.

GOALS OF EFFECTIVE PERFORMANCE

- Continued improvement of the District's overall secondary educational program.
- Emphasize high academic expectations for all students.
- Maintain a safe, orderly environment conducive to learning.
- Promote ongoing, effective communication among staff, students, parents and community.
- Coordinate programs that meet the needs of students of all ability levels and interests.
- Continue efforts to improve the instructional program.
- Promote a positive school climate.
- To continue to grow professionally.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Individual Vice Principals will be responsible for general areas of curriculum, instruction, welfare attendance, activities, discipline, athletics and supervision. Some or all of the following duties and responsibilities may be assigned to all of the Vice Principals or in some cases to a particular Vice Principal. The entire group of Vice Principals will work as a team to organize and deliver guaranteed guidance services.

Instructional Program:

- Assists in the supervision and coordination of the District curriculum and its development.

- Assists in the supervision of the instructional program in the departments assigned and assists in supervision of all other departments.
- Evaluates certificated and classified staff.
- Maintains a current level of information regarding new developments and trends in the education field.
- Supervises and coordinates the selection of textbooks and instructional materials in assigned departments.
- Assists in the preparation and maintenance of the master schedule of classes and teaching assignments.
- Assists in the provision of inservice training of the staff.
- Facilitates the achievement of instructional and curriculum objectives.
- Assists in the implementation of the testing program.
- Directs and coordinates the enrollment and programming of students, preparation of graduation lists, and dissemination of information concerning scholarships and awards.

Activities:

- Assists and coordinates student body co-curricular activities.
- Assists in the preparation of the school calendar of events and activities.
- Supervises the management of student body funds and the student store.

Student Welfare and Attendance:

- Conducts investigations concerned with assigned student absenteeism and assists in solving problems related thereto.
- Confers with students, parents, school personnel, and outside community agencies on matters related to the welfare of assigned students.
- Assists in the development of appropriate procedures for district-wide use in tabulating attendance and maintaining records.
- Supervises the preparation and submission of regular and special reports as required.

Student Discipline:

- Directs and coordinates student discipline specifically for assigned grade levels and generally all students.
- Directs and coordinates on-campus supervision as directed.
- Coordinates emergency programs relating to safety, fire, earthquake and civil defense.

Student Athletics:

- Supervises boys and girls athletic programs as directed.
- Participates in and makes recommendations regarding the selection and assignment of coaching positions.
- Directs and coordinates finances related to athletics as assigned.

REPORTS TO: The Principal

MINIMUM QUALIFICATIONS

Such qualifications include holding or qualifying for the appropriate California credential: Secondary School Administration, or General Administration, or Standard Administration, or Standard Supervision authorizing Principalship (K-12), or Ryan Administrative Services. Also, successful experience as a school administrator and as a teacher and the ability to recognize and monitor effective instructional practices is expected.

EXPERIENCE

- At least 5 years teaching experience in California Public 9-12 schools.
- Evidence of successful educational leadership in a variety of educational areas such as: department chair, activities/athletic director, program sponsor, etc.

EDUCATION

- Administrative Services credential
- Secondary Education credential
- Masters' degree preferred