

TITLE: JR HIGH/HIGH SCHOOL VICE PRINCIPAL

QUALIFICATIONS:

- A Master's degree or higher with a major in Educational Administration.
- Appropriate Idaho Administrator's Certificate.
- Have at least three years successful experience in public education; part of which shall have been as a classroom teacher at the secondary level and part of which shall have been in a supervisory or administrative capacity.
- Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Building Principal

SUPERVISES: Personnel and programs as assigned by the principal

JOB GOAL: To provide leadership in tandem with the high school principal in promoting the educational development of each student and the professional growth of each staff member

PERFORMANC RESPONSIBILITIES:

- Supervises the reporting and monitoring of student attendance.
- In conjunction with high school counselors, proposes schedules of classes and extracurricular activities.
- With the high school principal, works with department heads and faculty groups in compiling the annual budget requests.
- Cooperates in the conducting of safety inspections and safety drill activities.
- Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
- Supervises assigned coaches and monitors the purchases for athletics. Assists Athletic Director in formulating athletic schedules. Attends athletic meetings and attends and supervises assigned athletic functions. Approves all bus requests for athletics. Sends in eligibility verification cards to the State Activities Association.
- Assists Principal as a liaison for the high school and the high school Booster Club.
- Assists with the counseling of students and makes referrals to counselors and district psychologists where appropriate.
- Assists as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
- Supports the principal in administration of the RBM (Results Based Model) at the high school.
- Helps utilize test data in making decisions as to high school curriculum, instructional improvement, student placement, and other important areas.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of an administrator, the Idaho Code of Ethics, and the negotiated contract.

PHYSICAL DEMANDS: The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

TERMS OF EMPLOYMENT: Vice Principals are hired on a 10, 11, or 12-month contract depending upon the needs of the district and school. Salary according to current Administrative Salary Schedule as approved by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of administrative personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building on the school district website: www.cassiaschools.org.

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

EMPLOYEE ACKNOWLEDGEMENT: I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

Employee Signature

Date

April 14, 2015