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## HIGH SCHOOL VICE PRINCIPAL

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**Job Description:**

Under the direction of the Principal, the Vice Principal will work with students and staff to achieve District and School objectives at the school and to assist students in achieving personal and scholastic gains.

**Qualifications:**

Valid California Administrative Credential or the ability to secure one. High school teaching and/or administrative experience preferred.

**Typical Duties:**

1. In charge of the school in the Principal's absence.
2. Supervises, directs and evaluates the attendance personnel.
3. Responsible for student attendance, supervision and follow through including all required reports.
4. Confer with parents, teachers and other appropriate personnel and agencies regarding student educational welfare and attendance.
5. Prepares and presents SARB cases as required.
6. Responsible for campus control and campus supervision during school day and during all school activities.
7. Responsible for all students discipline; prepares and presents expulsion cases as required.
8. Prepares discipline reports regularly and at the direction of the Principal.
9. Reviews and revises school attendance and discipline policies as needed, under the direction of the Principal.
10. Clearly communicates all school attendance and discipline policies to students and parents.
11. Makes home contacts as necessary.
12. Assists substitute teachers with daily procedures; evaluates their performance and makes recommendations regarding their retention.
13. Assists Activities Director and class sponsors with student government and other student activities; promotes student extra-curricular and co-curricular activities.
14. Supervises and attends student evening activities; coordinates security needs for all school events.
15. Prepares and distributes adjunct duty assignment roster each year; monitors teacher attendance at assigned duties.
16. Evaluates teachers and classified personnel as assigned by the Principal.
17. Responsible for end-of-the-year clearance and check-out of all staff.
18. Performs other duties as assigned.

**Immediate Supervisor:** Principal

**Assignment:** 215 days

**Salary:** Certificated Administrative Salary Schedule: Range 101