



Sequoia Union High School District

Job Description

JOB TITLE:	Administration Vice Principal
ADMINISTRATIVE RELATIONSHIP:	The Administrative Vice Principal is directly responsible to the principal
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), Supervision or Administration Credential
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	220 days
LOCATION:	Various
BOARD APPROVAL:	May 1979

BRIEF DESCRIPTION OF POSITION

The Administrative Vice Principal assists the principal with responsibilities of general school management and with development of policies and programs relative to plant operation, personnel, school organization, and community relations. The Administrative Vice Principal assists in the supervision of the school's instructional program and provides leadership and coordination for the student behavior control and attendance procedures.

DUTIES AND RESPONSIBILITIES

1. Assist in the development of school procedures
2. Assist in selection, supervision, and evaluation of certificated and classified staff
3. Confer with parents, teachers, counselors, support service personnel, and students on matters of discipline and welfare
4. Supervise student discipline and welfare
5. Supervise campus control
6. Supervise attendance and truancy matters
7. Assist in the supervision of the instructional program
8. Coordinate and assist in student orientation
9. Supervise building and ground use
10. Supervise plant emergency procedures

11. Confer with and/or make appropriate referrals to psychologist and welfare and attendance
12. Prepare and maintain necessary records, budgets, and reports
13. Participate in and cooperate with community programs and agencies
14. Supervise student and school activities
15. Supervise athletic and/or intramural events
16. Supervise development and maintenance of school or student calendars, handbooks, schedules, bulletins, and publicity
17. Coordinate the assignment of faculty to co-curricular activities
18. Supervise and coordinate student transportation
19. Administer and supervise on campus vehicle control
20. Assist in the administration of school health program
21. Assist the Instructional Vice Principal to facilitate counseling and guidance
22. Assist the principal in the development and implementation of an effective human relations program for staff, students, and the community
23. Perform such other duties as may be assigned by the Principal