



Sequoia Union High School District

Job Description

JOB TITLE:	Instructional Vice Principal
ADMINISTRATIVE RELATIONSHIP:	The Instructional Vice Principal is directly responsible to the Principal and has a district/school liaison responsibility to the Educational Services Division.
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), Supervision or Administrative Credential, and school curriculum experience.
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	220 days
LOCATION:	Various
BOARD APPROVAL:	March 1977

BRIEF DESCRIPTION OF POSITION

The Instructional Vice Principal assists the principal in the leadership of the school's instructional development, has major responsibility for the supervision of the school's instructional program, and serves as liaison between the school and the Educational Services Division

DUTIES AND RESPONSIBILITIES

1. Assist the principal in supervising the instructional program through teacher conferences, classroom visitations, course objectives review, and teacher evaluation
2. Assist the principal in the leadership of the development and implementation of the curricular programs
3. Act as lead coordinator of one or more of assigned subject area district coordination committee(s) and as a member of various special district curriculum study committees
4. Serve as a member of Curriculum Council
5. Meet regularly with department heads or lead teachers on curriculum and instructional matters
6. Serve as liaison between the Educational Services Division and the Principal on curriculum and instruction matters
7. Supervise special education programs: MGM, EH/LD, EMR, and home teaching
8. Develop, coordinate, and evaluate special projects at school and district level; e.g. Community Lab, Independent Study, student volunteer programs
9. Confer with principal on personnel matters

10. Coordinate the evaluation of books and other instructional materials at school and district
11. Assist the principal in the development and coordination of staff inservice programs related to instruction and curriculum
12. Develop the master schedule, arrange for the scheduling of students, and provide articulation with feeder elementary schools and the receiving high school
13. Coordinate the counseling and guidance program and the testing program with the instructional program
14. Schedule and supervise the student teaching program
15. Plan with the librarian for the general operation of the school library and textbook room
16. Coordinate the supervision and evaluation of substitute teachers
17. Assist the principal in the orientation of new teachers
18. Administer report card and testing procedures of the district
19. Develop ways to involve parents and community in the instructional program
20. Assist in the supervision of student and school activities
21. Assist in the supervision of athletic and/or intramural events
22. Provide leadership in the planning, development, and implementation of multicultural curriculum and program objectives in the instructional program
23. Assist the principal in the development and implementation of an effective human relations program for staff, students, and the community
24. Assist teachers in identifying and solving instructional problems in the school
25. Perform such other duties as may be assigned by the principal