

**School Vice Principal**  
*Certified Position - 1020*

<u>Salary</u> Per Certified Salary Schedule	<u>Days</u>	<u>Reports to:</u> Principal
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**SCOPE OF RESPONSIBILITIES**

- To assist the Principal in directing and coordinating the educational, administrative, and counseling activities of primary, middle, or secondary schools and promotes the educational development of all students
- Supervises classroom teachers, librarians, instructional assistants, food service personnel, custodians and students

**PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS**

Because Building Principals assign divergent duties to their assistants the specific duties listed below may not be a part of all assistant principal's duties.

1. Assists the Principal in providing effective instructional leadership and assists in responsibility for instruction in the schools to which they are assigned
2. Established high expectations for all, recognizes that all students can learn but not on the same day and in the same way. Implements KERA and assumes responsibility for carrying out the six learning goals of KERA
3. Assists in planning, organizing and directing implementation of all school activities
4. Helps to evaluate educational programs to insure conformance to state and school board standards and to assist in the implementation of Outcome-Based Education
5. Aids in the coordination and administration of educational policies established by the school council for school-based decision making
6. Supports the Principal with the implementation and observance of all board policies and regulations
7. Assists in the coordination and supervision of student transportation
8. Assists in the preparation or supervision of reports, records, lists and all other paperwork required or appropriate to the schools administration
9. Oversees the maintenance of the school building and grounds
10. Helps to promote favorable relationships with local community groups and individuals to foster understanding and to solicit support for overall school goals and programs, to interpret board policies and administrative directives; and to discuss and resolve individual student problems
11. Maintains high standards of student conduct and enforces school discipline policies as necessary, according to due process to the rights of students
12. Assists in the supervision and attends special events held to recognize student achievement, school sponsored, and extracurricular functions and athletic events
13. Assists in responsibility for the maintenance of accurate records for attendance, conduct and progress of all students
14. Assumes responsibility for his own professional growth and development through membership and participation in professional organizations at the regional, state and/or national level
15. Assumes responsibility for completing an intensive training program approved by the State Board for Elementary and Secondary Education to include no less than forty-two (42) participant hours of instruction every two (2) years
16. Helps to conduct orientation of all school personnel of state and local board policies
17. Conducts meetings of the staff as necessary for the proper functions of the school
18. Assists in the planning and implementation of staff development training of staff at the district of building level
19. Assumes responsibilities for the safety and administration of the school plant, concerning emergency preparedness of all staff and students
20. Maintains adequate inventories of property under his jurisdiction and for the security and accountability for that property

21. Attends and participates in principals' meetings and other such meetings as are required or appropriate
22. Responds to written and oral requests of information
23. Assists in the responsibility to all official school correspondence and news releases
24. Serves as a member of such committees and attends such meeting as directed by the Principal
25. Assumes responsibility for the school in the absence of the Principal
26. Assists in the supervision and monitoring of student conduct and enforces Board policies in matters of discipline
27. Cooperates with all supervisory personnel in consideration of school related matters
28. Utilize Positive Behavior Interventions and Supports (PBIS) as outlined at the school/district
29. Maintains regular and predictable attendance
30. Adheres to the professional code of ethics
31. Successfully utilizes technology as appropriate in job function
32. Performs any other such duties as so designated by the Principal

#### MINIMUM QUALIFICATIONS

1. Kentucky certificate, license, or other legal credential required
2. Qualifications and experience shall be at the Superintendent's discretion

#### EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel