

HOOD RIVER COUNTY SCHOOL DISTRICT ADMINISTRATIVE JOB DESCRIPTION

Job Title: Vice Principal - Middle School

Job Purpose Statement: The job of "Vice Principal - Middle School" is done for the purpose/s of supporting the Principal's and other assigned personnel's job responsibilities; receiving, distributing and communicating information to enforce school, district and state education policies; maintaining safety of school environment; coordinating assigned school site activities; assisting students to modify inappropriate behavior and develop successful interpersonal skills; and communicating information to staff, principal and the public.

Essential Job Functions:

- **Facilitates** communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- **Facilitates** various meetings (e.g. curriculum, safety, site advisory, special district committees, staff development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district and/or state objectives.
- **Intervenes** in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
- **Manages** various school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- **Prepares** documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
- **Presents** information on various topics for the purpose of communicating information and/or gaining feedback.
- **Supports** Principal for the purpose of assisting with their job functions of maintaining overall school site operation.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.

Job Requirements - Qualifications:

- Experience Required: Prior job related experience with increasing levels of responsibilities in school setting.
- Skills, Knowledge and/or Abilities Required:

Skills to appropriately manage personnel and programs, communicate effectively, problem solve.

Knowledge of curriculum, education code, district policies.

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c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
- Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
- Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date