

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## ***JOB TITLE: Vice Principal - High School***

### ***Reports to High School Principal***

**Job Purpose Statement/s:** The job of "Vice Principal - High School" is done for the purpose of assisting the principal in managing overall school site operations in accordance with school, District and State policies; providing instructional leadership to staff, maintaining safety of school environment; coordinating site activities; communicating information to staff; addressing situations, problems and/or conflicts that could negatively impact the school, and representing the school in the community.

The Vice Principal will provide specific management of several of the following functions, as identified by the Principal and supervised by the Principal.

#### Essential Job Functions:

- \* **Manages** student behavior for the purpose of maintaining school safety
- \* **Processes** student disciplinary actions, personnel actions and/or related matters for the purpose of documenting such actions and adhering to district policies and/or education regulations.
- \* **Supervises** instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.  
**Chairs** meetings (e.g. curriculum, safety, site, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives
- \* **Evaluates** personnel for the purpose of ensuring standards are achieved and performance is maximized.
- \* **Leads continuous school improvement process involving all staff, site council, area reps for the purpose of school improvement and data-based decision-making.**
- \* **Leads** development of a program of student extra-curricular activities for the purpose of enhancing student learning
- \* **Facilitates** communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- \* **Selects** personnel for the purpose of recommending hires to the School Board for action.
- \* **Manages** school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- \* **Prepares** various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information.
- \* **Presents** information on various topics for the purpose of communicating information and gaining feedback.
- \* **Recommends** policies, procedures and/or actions (e.g. personnel, equipment, disciplinary issues, etc.) for the purpose of providing personnel with direction and/or data for decision making.
- \* **Represents** the school to the community for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

#### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### Job Requirements - Qualifications:

- \* **Experience Required:** Successful experience as a teacher, preferably in grades 9-12. Advanced degree and previous administrative experience preferred.

**Skills, Knowledge and/or Abilities Required:**

*Skills* to lead continuous school improvement, manage personnel and programs, communicate effectively, problem solve. Bilingual English-Spanish preferred. Competence with technology and data manipulation preferred.

*Knowledge of* :effective instructional practices and a broad range of educational alternates for students of all abilities, curriculum, personnel selection and direction, management of large high school setting. Advanced degree in education or related field preferred.

*Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

- Licenses, Certifications, Bonding, and/or Testing Required: Hold or be eligible to hold Oregon Administrator Credential, Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

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