



## **Title: Vice Principal - Estacada High School**

### **Summary:**

Under the supervision of the Estacada High School Principal, the Vice Principal provides and demonstrates instructional leadership, a commitment to professional growth, and maintains an interest in and commitment to students, employees and community members. Directs and supervises assigned curricular and co-curricular activities, student conduct, staff performance and fiscal management, in alignment with district and school priorities and procedures.

### **Essential Duties and Responsibilities:**

- In conjunction with the school principal, plans, organizes, coordinates and participates in programs and activities related to a comprehensive high school
- Enforces applicable building, district, state, and federal policies, rules, regulations, and laws
- Administers building and district discipline policies; confers with students, staff, parents and community agencies; responds to and resolves student, parent and staff complaints and concerns; suspends or recommends expulsion of students as appropriate; attend expulsion hearings as needed
- Provides direction to a variety of staff and student programs and services
- Provides instructional leadership for the academic and personal growth and development of students by focusing the school's human and financial resources on research-based approaches to learning and social development
- Provides quality and objective supervision and evaluation of designated licensed and classified staff
- Establishes, coordinates and maintains communication with community and parent groups, as directed
- Attends a variety of meetings and events to supervise, and to represent the high school
- Promotes student achievement by analyzing and interpreting assessment data to evaluate the effectiveness of instructional programs and assessment processes and uses that data to formulate plans for improvement
- Supervises the preparation and maintenance of a variety of records and reports regarding student attendance, discipline, test scores, cumulative records and academic achievement
- Assigns duties to staff as appropriate to meet school objectives
- Assists with recruiting, interviewing and selecting new staff
- Contributes to budget development and expenditure controls, and assures economic use of resources
- Contributes to a positive educational climate in the school and community by involving others in the decision-making processes, by regular communication with the public, and by focusing all groups on the mission of the school
- Contributes to a safe and orderly educational environment by developing schedules supportive of quality instructional time, by applying consistent standards for student behavior at school and school events, and by leading staff efforts to develop greater facility in assisting students to become more responsible for their own behavior

- Maintains high standards of commitment to professional growth by involvement in professional organizations, by appropriate application of conference information and by reading widely in the literature about education
- Assists with the transportation needs of students, supervision of students on the way to and from the bus, supervision of loading and unloading of busses
- Coordinates state testing staff training and implementation
- Oversees 9th-grade data teams
- Prompt and regular attendance
- Other duties as assigned by Principal

**Education and Related Work Experience:**

- Prior teaching experience required
- Prior administrative experience preferred
- Master's Degree
- Oregon Administrative License
- Criminal Justice fingerprint clearance
- *Skills* to motivate students and staff, communicate with individuals from varied educational and cultural backgrounds, direct personnel, evaluate performance
- *Knowledge* of age-appropriate teaching methods, state curriculum framework, education laws and regulations, appropriate instructional subjects
- *Abilities* to perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parents, other school personnel and community members

**Working Conditions:**

The position generally works in a climate-controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings, and activities, that may occur in the evening or on weekends. High level of contact with district personnel, students, parents, and outside agencies/community.

**Physical Requirements:**

Frequent reaching, handling, talking, walking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period as well as the ability to walk extensively throughout the day. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move Objects.

**Term of Employment:**

1-year probationary contract, renewable by March 15th.

**Salary Level:**

Pursuant to the Administrative Salary Schedule approved by the Board of Directors.

I am willing to perform the duties of this job:

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_