

**TITLE:** Building Vice-Principal

**REPORTS TO:** Building Principal

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. (Administrative/Professional)

**QUALIFICATIONS:**

1. Able to meet Monroe District Standards of Competent Performance.
2. Possess appropriate Oregon administrative certificate.
3. Must be proficient in English both oral and written.

**JOB GOALS:**

The Vice-Principal is under the general supervision of the Building Principal and performs a variety of management responsibilities specifically assigned to assist in the overall administrative operation of the school. The position requires considerable ability to be organized, organize others, and communicate effectively. The use of independent judgement and decision making is required in matters not having established rules, regulations, policies, or precedent.

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties**

1. Assists in supervising the daily operation of the school program as it specifically relates to student services.
2. Assist in maintaining a program of student discipline.
3. Assist in maintaining and supervising a plan for attendance accounting.
4. Help organize and direct student scheduling.
5. Coordinate the assignments of substitute teachers.
6. Help supervise, observe, and evaluate certificated faculty.
7. Help supervise, observe, and evaluate classified staff.
8. Assume responsibility for the operation of the school in the absence of the building principal.
9. Evaluate and recommend retention, promotion, transfer, and termination of staff.
10. Assist with the creation and assessment of short and long-term educational goals and competencies.
11. Participate in budget construction.
12. Assist with the expenditure and accounting of funds.
13. Assist with the preparation of published materials related to the school's operation.

14. Assist with the hiring of staff.
15. Follows all District policies and those contained in the appropriate district handbook.
16. Perform other job related duties as delegated by the building principal.

### III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Arrives on time and work scheduled hours.
4. Notifies the building principal in the event of illness.
5. Promptly informs the building principal of problems that need attention.
6. Will be present at all home building activities and athletic events and will share such responsibility across the district.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** Building vice-principals will be employed for up to 210 days per year. Salary and benefits as negotiated with the Board of Directors.

### Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_