

**JOB TITLE:** VICE PRINCIPAL, HELENSVIEW SCHOOL

**REPORTS TO:** Principal, Instructional Services

**POSITION PURPOSE:**

Coordinate activities, supervise staff, allocate resources to meet needs of assigned programs and facilitate building structural needs in the absence of the principal.

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in the job description. All commitments outside of authorized programs and service are subject to prior approval by the supervisor of this position.

**ESSENTIAL LEADERSHIP QUALITIES:**

1. Trust: Develop trust among co-workers through honesty and fairness.
2. Communication: Communicate in an inclusive and collaborative manner.
3. Vision: Lead with vision and follow-through.
4. Personal Qualities: Be respectful, caring and courageous.
5. Management Style: Be visible, humble and a team player.
6. Agency-wide perspective: Be involved in, and supportive of continuous overall improvement of MESD.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist with supervision of the Alternative Education facility at Helensview School.
2. Assist the building principal in the administration of rules, regulations, and procedures within the policy structure of the MESD for the operation of the Helensview school program.
3. Assist with the supervision of the planning and implementation of individual student plans and related due process mandates provided by certificated, non-certificated, licensed, and classified personnel.
4. Provide instructional supervision to staff in planning academic and behavioral programs for individual children.
5. Assist with the development and evaluation of annual school improvement efforts and staff development plans aligned with state school reform efforts, the MESD Superintendent's goals, and the Department of Instructional Services' priorities.
6. Assist the principal in managing collective bargaining agreements. Supervise and evaluate assigned licensed, certificated, or classified staff as assigned by principal and implement performance or progressive discipline principles if needed. Communicate and monitor the district and department policies and procedures regarding staff responsibilities as related to their individual job descriptions.

7. Make recommendations to the building principal regarding selection, assignment, and other personnel matters relating to staff.
8. Assist the principal with data gathering and analysis for purposes of monitoring and evaluation of the school's educational program services and the facility operations and reporting to districts and state agencies.
9. Establish and monitor procedures for the selection and purchase of evaluation instruments, protocols, instructional technology and software, instructional materials and curriculum for Helensview's educational programs.
10. Communicate effectively with school personnel, parents, other professionals, advisory groups, and/or coordinator, in order to serve referred and enrolled students, plan for and operate services.
11. Assist with the development, submission, implementation, and monitoring of program budgets according to established guidelines and priorities, follow agency and department purchasing processes and pursue grants and contracts supportive of alternative programs and local district needs as assigned.
12. Provide leadership by presenting at local, state, and national conferences; serve on task forces and other committees; and participate in meetings and other activities related to social service agencies, school districts, ODE or other partners.
13. Use personal safety techniques to assure the physical and emotional well being of students to avoid exposure and injury to self, students, and other staff.
14. Maintain satisfactory job attendance record.

**WORKING CONDITIONS:**

Work is performed in a wide variety of locations, including office and school environments. May work with high stress student, family, or personnel situations. Involves sitting, walking and attendance at evening and weekend meetings. Requires the use of computers, office equipment and driving personal vehicle.

**OTHER JOB FUNCTIONS:**

1. Act as a teacher as needed.
2. Maintain records and write reports.
3. Conduct parent conferences as needed and provide progress reports on students to parents.
4. Transport students as necessary.
5. Attend monthly supervisory, staff and other meetings as necessary.
6. Perform other job-related duties as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to objectively evaluate and document students' learning, staff performance, and the achievement of program objectives.
- To have the emotional and physical stamina to perform duties as required by the designated task, except for temporary disability.
- Effective and strong oral/written communication skills in order to work collaboratively with a variety of school and community personnel and parents of students with disabilities.
- Knowledge of computer skills for word processing with ability to write/analyze/compile data for required reports.
- Knowledge, training, or experience in computer-assisted instruction, instructional computer software.
- Ability to organize and prioritize multiple projects or daily assignments and meet multiple timelines as requested by the building principal.
- Ability to be flexible and fluid with schedule or meeting changes.
- Ability to coordinate and collaborate well with local education agencies and outside agencies.
- Ability to write, compile, edit, organize, and implement developmentally based academic and behavioral curriculum.
- Ability to conduct program evaluation and align curriculum with state standards and other school reform mandates.
- Valid driver's license and transportation for on the job use.

**EDUCATION & EXPERIENCE:**

- Bachelor's Degree in Education or a related field, Masters Degree preferred.
- 4 years of successful teaching experience and two years in educational administration as an administrator, supervisor, or teacher leader. Hold or qualify for an Oregon Administrative License with an administrator endorsement.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.