



### Job Description

POSITION NAME: Vice Principal	SCHOOL: Regis St. Mary Catholic
REPORTS TO: Principal	EFFECTIVE DATE: Aug. 1, 2023
CLASSIFICATION: Exempt	CURRENT EMPLOYEE: (name)

**GENERAL STATEMENT OF DUTIES:** The vice principal supports the effective operation of the Catholic education program by providing expertise in curriculum development and programming, student/teacher/program evaluations, teacher professional development, and discipline of students.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Provide expertise and leadership in instruction, curriculum development, and evaluation:
  - a. Help coordinate faculty and group meetings to study curriculum areas;
  - b. Plan and prepare with principal and staff a school instructional program to achieve well-defined goals and meet instructional needs;
  - c. Encourage instruction which meets the various needs and abilities of the students.
2. Provide leadership for professional growth:
  - a. Improve quality of instruction through continuous supervision;
  - b. Evaluate the total instructional program through continuing supervision;
  - c. Facilitate the professional growth of staff by initiating, providing, and participating in weekly staff meetings, curriculum in-service days, educational, and cultural conferences.
3. Help supervise and evaluate staff:
  - a. Work with principal to help staff to achieve consistently high standard of performance;
  - b. Assist principal in evaluation of faculty;
  - c. Provide leadership for school accreditation;
  - d. Assess student programs and their impact on learning;

- e. Help develop a school improvement program based on identified needs;
- f. Monitor the accomplishments of the school improvement plan.

4. Manage student discipline and activities:

- a. Handle and document student disciplinary issues as they arise;
- b. Work with staff to develop and encourage broad student participation in total school program, including student government, art, music, and athletic activities;
- c. Keep students informed concerning the school's aims and objectives, policies and procedures, rules and regulations, events and activities;
- d. Help provide crisis intervention when appropriate;
- e. Seek to acquaint individuals with appropriate agencies for resolution of problems.

### **MINIMUM QUALIFICATIONS**

Holds a Masters Degree and/or valid administrative license as set forth by Oregon Teacher Standards and Practices Commission.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Vice principal must be able to stand and/or sit for extended periods. May need to climb stairs and lift, carry, push, and/or pull items up to 50 pounds. Must be able to respond effectively to emergency situations.

### **WORKING ENVIRONMENT**

Work is usually performed in a school setting. Employee is required to attend evening meetings and may oversee field trips, athletic contests, and other special events.

### **SUPERVISION**

Exercises working supervision over all staff, students, instructional assistants and volunteers as necessary.

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Employee Signature/ Date

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Supervisors Signature/ Date