BRENTWOOD UNION SCHOOL DISTRICT

Board approval 1-18-2022

Job Title: Elementary Vice Principal

Reports to: Site Principal

Primary Functions: Under general supervision, will assist the principal in the organization and operation of the school and support and enhance the school climate through a variety of responsibilities.

Performance Responsibilities

- Operate the school during the Principal's absence

- Coordinate programs and systems for support of student success, i.e. counseling, attendance, Social Emotional Learning, Student Study Teams, After-school programs, intervention, and extracurricular activities.

- Support Special Education programs and students with IEPs

- With the principal, evaluate the effectiveness of the school site's instructional programs

- Support the Principal with staff development

- Assists in screening and interviewing candidates. Recommends appointments and assignments of classified staff members.

- Maintain student discipline and work with students, teachers, and parents to maintain a positive school environment

- Serve as liaison with law enforcement and social welfare agencies

- Design school-wide activities to build school cohesiveness and a positive school culture

- Assume annual evaluation of some certificated and classified staff

- Participate as a member of the district's management team and support district wide programs as assigned.

- Coordinate and support the Safe School plan. Maintain the school's emergency plan, including drills, staff training, designation of duties and maintenance of supplies.

- Assist in the maintenance of a safe and secure environment for students and staff, including buildings and grounds.

- Under the direction of the principal, develops yard duty schedules, prep schedules, grade level recess and lunch schedules

- Supervise school attendance program; oversee the completion of state and district reports

- Perform other duties as assigned

ADA Requirements: Ability to sit, stand, walk, lift objects weighing approximately 25 lbs. (i.e. paperwork, files), push, pull, drag, and grasp objects.

JDELEMVP

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