

VICE PRINCIPAL RESPONSIBILITIES

Assist School in implementing:

- District, State and Federal policies and mandates
- Student Code of Conduct
- Individual Learning Plans
- NCLB & IDEA Compliance
- School Improvement Plans
- Resolution of parent/staff concerns
- Positive behavior Support
- Attendance & retention strategies
- Student transition activities
- Business/Community/Agency partnerships

Review and Monitor:

- Academic achievement data
- Testing and Evaluation
- Grade/Progress reports
- Master Schedules
- Student attendance & enrollment
- Textbook management
- Summer ramp-up program
- Teacher Service reports
- Budgetary needs
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Key Instructional Leadership Functions

- Work with principal to increase student achievement and performance.
- Assist in the planning and evaluation of professional development training for school staff.
- Participate in and support school improvement planning team.
- Analyze school, district and national data to organize and implement instructional strategies for academic improvement.
- Work with principal to jointly collect and examine student achievement data and use data to determine areas of focus and intervention.
- Monitor the alignment of all intervention programs funded by grants.
- Assist the principal to increase the number of students graduating on time; increase the number of students taking ACT, SAT and AP classes.
- Work with principal and guidance department to strengthen parent involvement within the school community

Key Management Leadership Functions:

- Assist the principal to ensure a safe and secure environment conducive to teaching and learning.
 - Assist and support principal with operational and compliance expectations such as budget, teacher service, etc.
 - Work with the principal and other services, e.g., Food Service, Transportation, and Custodial/Maintenance, to secure needed resources.
 - Assist in developing and sustaining business/community/agency partnerships.
 - Monitor the implementation of pupil accounting procedures at the local school level.
 - Stay abreast of trends in teaching and learning to improve academic achievement.
 - Assist with the collection of positive student attendance, student enrollment and immunization reports.
 - Assist in responding to parent concerns and requests for information from various stakeholders in a timely manner.
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