



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Vice Principal - Adult/Community Education

I. Qualifications

- A. **Credential:** Required - Valid Secondary Administrative or Supervision Credential
- B. **Education:** Required - B.A. or B.S.
Desirable - M.A. or M.S.
- C. **Experience:** Required - equivalent of three years school administrative experience.
Desirable - service in a variety of school administrative capacities; teaching and vocational training or experience.
- D. **Personal Qualifications:**
Character, personality, appearance, and proper social capability to relate effectively with staff, students, and community; demonstrated ability to work with a wide variety of organizations and persistence in satisfactorily completing assigned tasks.

II. General Responsibilities

Under the leadership of the Principal, the Vice Principal shall be responsible for: assisting in the supervision of adult school instructors and in adult school program development, directing the research, planning, development, preparation, submission, fiscal reporting, and evaluation of specially funded projects; serving as liaison with cooperating agencies.

III. Duties and Responsibilities

As assessed by the supervisor, the outcomes of the Vice Principal's job performance will be as follows:

- A. In the absence of the Principal, the duties and responsibilities of the Principal will have been effectively assumed.
- B. Appropriate assistance will have been given to the Principal by effective supervision/evaluation of certificated and classified employees including classroom observations.

- C. Appropriate assistance will have been given to the Principal by effective supervision of the development of the master schedule and in the registration and scheduling of students.
- D. In accordance with District and school goals, curriculum development, implementation, evaluation, and revision as well as the development of courses of study will be effectively facilitated and monitored.
- E. Appropriate assistance will have been given to the Principal in developing and implementing a system of general financial control and monitoring of programs, including abatements.
- F. The planning, coordination, implementation, and evaluation of inservice programs will have been efficiently accomplished for assigned program areas.
- G. Appropriate assistance will have been given in assessing the financial needs and the budget planning for the Adult and Community Education Program.
- H. A program of articulation with high schools, community colleges, and youth-serving agencies will have been effectively coordinated.
- I. Effective assistance will have been given in recruiting and recommending personnel including placement of instructors in staffing assignment.
- J. The development of specially funded projects within the Adult/Community Education Program will have been effectively directed and coordinated.
- K. Research, planning, development, and preparation of specially funded projects will have been effectively coordinated.
- L. Liaison between the Adult/Community Education Program agencies and other required participants will have been adequately accomplished during the development, submission, approval, implementation and evaluation of specially funded projects.
- M. Budgets for special projects will have been appropriately developed and reviewed with the supervisor and with business services prior to submission.
- N. Final drafts of all specially funded project applications will have been reviewed and edited prior to submission.
- O. Data, progress reports and evaluations as required by federal, state, and other agencies will have been coordinated and submitted in accordance with required schedules.

- P. Effective assistance regarding liaison programs between school and community which includes the management of publications/communications between school and community will have been given.
- Q. Problems involving students and staff will have been effectively resolved.
- R. The assessment and placement program will have been effectively administered to provide reliable evaluative and diagnostic data for assigned program areas.
- S. Appropriate assistance will have been given in administering and managing the classified negotiated agreement and teacher negotiated agreement.
- T. The administration of the adult summer session will have been effectively coordinated as assigned.
- U. Appropriate assistance will have been given to the Principal by effective supervision of the negotiation and implementation of contracts/agreements for rental sites.
- V. Appropriate assistance will have been given to the Principal by effective supervision of room use assignments for classes each quarter.
- W. Maintenance of Adult and Community Education grounds and facilities will have been effectively administered.
- X. Timely and effective communication regarding incidents and/or situations which might impact the District or its schools will have been consistently provided to appropriate District office personnel.
- Y. Annual objectives deemed appropriate by the supervisor will have been established.
- Z. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
- AA. Effective leadership will have been provided for the development and implementation of ACE's community relations program.
- BB. Active and consistent efforts will have been made to maintain or improve the external and internal image of the District and school/division.
- CC. Other duties assigned by the supervisor will have been effectively accomplished.