

Job Title            VICE PRINCIPAL, HIGH SCHOOL (10 months)

Qualifications:    An administrative certificate with a principal endorsement

Reports to:        High School Principal

Duties and Responsibilities:

1. To be responsible for student discipline in grades 9 and 10 and to conduct parental conferences associated with behavioral problems
2. To be responsible for the instruction and supervision of assigned departmental areas
3. To be responsible for all attendance policies at the high school
4. To orient all student teachers and assist in their adjustment in the high school
5. To assist with all special reports (Middle States, state, and county)
6. To coordinate the summer school program
7. To serve as co-chairman of graduation committee and to organize and supervise commencement rehearsals
8. To be responsible for all teacher substitutes in the high school
9. Responsible for all reports for staff attendance
10. To coordinate all hall duty staff
11. To assist with articulation of all programs between the high school and Franklin School
12. To act as administrative representative on Parents Council
13. Oversee HSPT mandates as they relate to the high school
14. Be responsible for any other duties assigned by the principal.