

Position Title:

Davis School for Independent Study (DSIS) Vice Principal

Salary Range:

Junior High School Vice Principal

Basic Function:

Under the direction of the principal, serves as the assistant to the principal of the school as it relates to the instructional program, operation of the school plant, staff, students, and community.

Duties and Responsibilities

1. Assists in the administration of district policies, programs, and regulations of the school system as they apply to the school.
2. Assists in developing long and short-range plans for DSIS.
3. Assists Staff in the implementation of school-wide student-centered, project and problem-based learning tied to State and District standards.
4. Provides instructional leadership to all staff and assures integration and cooperation between curricular areas.
5. Commits to developing a culture of trust and responsibility among students, teachers, staff, and the DSIS community.
6. Participates with higher education and business partnerships to support college courses, internships and community service experiences for students.
7. Commits to the school-wide implementation of the adopted Learning Management System tool and all accompanying technology tools.
8. Assists in the supervision and evaluation of the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
9. Enforces reasonable disciplinary measures in the school to maintain satisfactory pupil contact
10. Carries out a program of community relations as a means of disseminating and garnering community, parent, and other community organizations support.
11. Administers district policies, programs, and regulations of the school system as they apply to the school.
12. Promotes high morale and a professional working relationship among the staff members.
13. Performs other duties as assigned by the principal.

Knowledge and Abilities

- Demonstrates a philosophical commitment to alternative education.
- Demonstrates effective written and oral communication skills.
- Demonstrates leadership and an ability to implement virtual and hybrid models.

- Demonstrates the ability to self-reflect in order to improve personal practice, as well as to lead a parallel reflective process with staff.
- Demonstrate a strong understanding of student centered instruction and systemic supports required to continually improve student achievement.
- Demonstrates strong critical thinking and problem solving skills.
- Demonstrates knowledge and competencies in Standard Based Education with a commitment to implementation and continued enhancement.
- Demonstrates knowledge of and skills in the components of effective instructional processes.
- Demonstrates collaborative leadership and team building, distributes leadership among administrators, teachers, staff, parents, students & community members.
- Demonstrates knowledge and competencies in staff supervision and evaluation through a clinical supervision model.
- Demonstrates evidence of positive community relation skills as it relates to communicating with a diverse population.
- Demonstrates ability to build partnerships and community support.
- Demonstrates commitment to, knowledge of, and competencies in inclusion of all students.
- Demonstrates self-motivation and ability to complete tasks as assigned and required of the position.
- Demonstrates ability to institute and maintain a systematic policy and process for student discipline and management of the learning environment.
- Demonstrates ability to work as an integral part of the District Administrative Team.
- Demonstrates flexibility in order to work effectively in a small non-traditional school environment.

#### Education Required:

A master's degree from an approved institution is preferred. Preference will be given to persons who have training and experience in working with independent study and alternative programs.

#### Experience Required:

A minimum of five years of certificated experience in private or public K-adult schools, or any combination of these, working with youth and parents utilizing technology that enhances interpersonal communications and self-understanding. Must have demonstrated leadership and organizational skills in communication, writing, and working with alternative education, and knowledge of the myriad of school/community program and resources, including local alternative education programs that are available to respond to the differential needs and unique learning styles of students.

#### Credentials/Authorizations/Licenses Required:

Possession of both the standard teaching credential and a standard administrative credential or credentials of equivalent authorization issued by the California Commission on Teacher Credentialing is required.