

**JOB DESCRIPTION 300.41**  
**ADMINISTRATIVE REGULATION 2212**

**1:0      JOB TITLE              VICE PRINCIPAL – HIGH SCHOOL/MIDDLE SCHOOL**

**2:0      LINE AND STAFF RELATIONSHIP**

2:1      The Vice Principal reports to and is evaluated by the Principal.

**3:0      FUNCTIONS AND DUTIES**

3:1      The Vice Principal shall be the assistant to the Principal in all areas of job responsibility.

**4:0      PERFORMANCE RESPONSIBILITIES**

4:1      The Vice Principal (VP) shall be directly responsible to the Principal for the following operations and such other duties as the Principal may from time to time assign.

4:2      The VP shall be responsible for the safe loading and unloading of pupils, conduct of students on the buses, the appointment of bus monitors when necessary, and in arranging for any change of schedule as a result of early dismissals.

4:3      The VP shall assist in supervision of school grounds before and after school.

4:4      The VP shall be responsible for proper discipline and decorum within the cafeteria, by outlining assignment of seats at tables, appointment of table monitors when necessary, assignment of teachers to cafeteria duty, and selection of student cafeteria helpers. The VP shall make regular inspections of the cafeteria and lunchroom to examine for problems of safety and to insure proper cleanliness. The VP shall discuss problems periodically with the Cafeteria Manager.

4:5      The VP shall be responsible as primary disciplinary officer of the school and shall supervise teachers in handling of behavior problems in the school. The VP shall be responsible for the computer input of records/reports on attendance, infractions of discipline, tardiness', and for holding conferences and hearings with students and parents in relation to these matters.

4:6      The VP shall, along with the Principal, have general charge of the security of the building and shall generally supervise the issuance of lockers, locker combinations, and shall keep such records as are necessary to account for their issuance.

4:7      The VP shall be directly responsible to the Principal for presentation of all statistical information necessary with respect to registers, attendance and enrollment of students. The VP shall be responsible for working out with the teachers such routines as are necessary for the keeping of the registers and shall regularly check performance of those persons to whom the keeping of the registers is assigned. The VP shall make reports on attendance of pupils to the supervisor of Attendance and shall consult from time to time relative to attendance and discipline. The VP shall prepare necessary information with respect to the VP's duties by providing records and such other information as may be requested.

- 4:8 The VP shall have general charge of the building pedestrian traffic and shall appoint such monitors as are necessary and shall assign to teachers such stations as are necessary to insure proper orderly, and systematic traffic throughout the buildings and grounds. The VP shall be responsible for such rules as are necessary relative to students entering or leaving the building, to supervision of the rest rooms, locker rooms, and other generally unsupervised areas and shall assign such persons to assist as necessary.
- 4:9 The VP shall work closely with the teachers, guidance personnel, nurse, principal, and attendance officer.
- 4:10 The VP shall assist the principal with all supervisory duties of after-school activities.
- 4:11 The VP shall coordinate the School Administrative Management Software package computer system at his/her school.
- 4:12 The VP shall supervise and evaluate teachers along with the building principal, according to Fairhaven Teacher Evaluation procedures.
- 4:13 the VP shall be responsible for the collection of owed lunch money, library fines, library book replacement costs, etc.
- 4:14 The VP shall be responsible for assigning substitutes to cover classes.
- 4:15 The VP shall be responsible for making arrangements for the opening of the high school for Gridiron Club and Sports Boosters meetings.
- 4:16 The VP shall be responsible for the opening and closing of the school for Saturday Suspensions.
- 4:17 The VP shall coordinate Junior Day.
- 4:18 The VP shall coordinate extra curricular meetings and activities.
- 4:19 The VP shall assist in the coordination of Graduation.
- 4:20 The VP shall be responsible for coordinating all facets of scheduling and associated reports.
- 4:21 The VP shall be responsible for the coordination of computer input and report generation for grading.
- 4:22 The VP shall be responsible for preparing all reports for State and Federal Department of Education.

**5:0 QUALIFICATIONS**

- 5:1 Shall minimally hold a Masters in Education from an accredited college or university. (Advanced Degree Preferred)

5:2 In addition to Massachusetts Teacher Certificate, shall hold Massachusetts Certification credentials as an Assistant School Principal. Minimum of ten (10) years experience in education, consisting of a minimum of four (4) years continuous experience as a secondary teacher in a single school system with the granting of professional teacher status in the position.

5:3 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

5:4 Course work/administrative experience preferred.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

6:1 Salary, and benefits established by Agreement, between the School Committee and the Fairhaven Educators' Association, Unit B.

6:2 This position consists of 200 days; two weeks before the start of school, two weeks after school closes.

**7:0 EVALUATION**

7:1 The Vice Principal shall be subject to evaluation by the Principal in accordance with the provisions of the Fairhaven Public Schools policy on the Administrative Evaluation Process.

**Approved:** October 24, 1967

Revised: June 8, 1988  
February 14, 2000