

Class codes: see below

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

COMMUNITY SCHOOL VICE PRINCIPAL I – IV

DUTIES SUMMARY:

Assist in the total operation, administration and management of a community school; advises and assists in managing the curriculum, instructional, business, teacher personnel, pupil personnel, facilities and grounds maintenance, lunch services, community relations, and auxiliary programs and functions of the school; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Community School Principal in that the Community School Vice Principal assists the Community School Principal in the administration and management of a community school; whereas the Community School Principal has immediate responsibility for the total operation, administration and management of a community school.

This class differs from the Vice Principal in that the Community School Vice Principal assists the Community School Principal in the total operation, administration, and management of a community school; whereas the Vice Principal assists the Principal in the total operation, administration, and management of a public school.

A position in this class performs under the general supervision of the Community School Principal and may be afforded wide latitude and discretion in managing a specific program or programs in the total operation, administration, and management of a community school within prescribed departmental policies and objectives.

The Community School Vice Principal classes are distinguished from one another on the basis of each school's rating as determined by a sum of three factors: 1) number of classes conducted, 2) staffing level, and 3) student enrollment in accordance with established procedures. When there is more than one Community School Vice Principal position at a school, all shall be classified the same.

CLASSIFICATION OF VICE PRINCIPALS

| <u>Class code</u> | <u>Class Title</u> | <u>Rating Scale</u> | <u>Salary Range</u> |
|-------------------|------------------------|---------------------|---------------------|
| 51024 | Comm Sch Vice Prin IV | CSA Principal VI | EO-06 |
| 51023 | Comm Sch Vice Prin III | CSA Principal V | EO-05 |
| 51022 | Comm Sch Vice Prin II | CSA Principal IV | EO-04 |
| 51021 | Comm Sch Vice Prin I | CSA Principal III | EO-03 |

EXAMPLES OF DUTIES:

1. Assists in organizing the staff of the school for effective conduct of the instructional program, co-curricular program, and auxiliary functions.

2. Assists in appraising staff competencies and assigns personnel in accordance with curricular needs and other necessary services.
3. Assists in interviewing, selecting, placing, and orienting new personnel, including instructional and support services personnel.
4. Assists in promoting employee welfare and morale.
5. Participates in evaluating, rating, and assisting all personnel in job performance.
6. Assists in recommending disciplinary action or dismissal of incompetent personnel.
7. Assists in promoting and encouraging in-service training and self-improvement efforts.
8. Assists in coordinating and scheduling pupil activities and programs, including extra-curricular activities and in determining courses to be offered, course content, hours, and cost for each class.
9. Assists in providing for the proper registration and release of pupils.
10. Assists in planning, scheduling, and supervising registration, enrollment, testing, and grouping of students.
11. Assists in planning and providing for student guidance, counseling, and testing services, and recognition and certification of student achievements.
12. Assists in providing health services for emergencies.
13. Assists in estimating future student enrollment and maintaining student records.
14. Assists in identifying educational interests and needs of the community served, keeps abreast of curriculum changes and new ideas, and encourages innovation and experimentation on the part of the staff within the limits and policies prescribed by the Department.
15. Assists in making available access to and ensuring the proper care and maintenance of school facilities, supplies, equipment, and materials necessary for the operation of the school and the conduct of an effective instructional program.
16. Assists in conducting class visits, evaluating teacher performances, and holding individual conferences to help teachers improve in their performance.
17. Assists in coordinating community school program activities with complex, district, and state administrative and staff personnel, and collaborating with various outside agencies to foster and develop continuing educational programs and opportunities for adults.
18. Assists in arranging for the use of classrooms, facilities, and equipment in the public schools and community for the conduct of adult education classes.
19. Assists in conducting a safety program to provide for the safety and well-being of students and staff.

20. Assists in compiling and reviewing budgetary requests of the instructional staff, establishing priority of needs for equipment and supplies, and developing the annual operating budget for the school.
21. Assists in developing the school expenditure plan and monitoring its implementation.
22. Assists in promoting and publicizing the Community School program.
23. Participates in community activities as requested.
24. Assists in resolving conflicts and complaints arising from the operation of the school.
25. Serves as Acting Community School Principal in the absence of the Community School Principal.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education and Experience: Vice Principals shall meet the department's certification requirements per HRS 302A-605 and have appropriate school-level experience as determined by the Department. On a case-by-case basis, the Department may waive the certification requirements and school-level experience for Vice Principal candidates with appropriate administrative experience.

Knowledge of: Principles and practices of school administration; principles and practices of supervision; procedures pertaining to the administration of school programs; educational principles and learning theories; principles and practices of public relations and budget preparation.

Ability to: Assist in the administration and operation of a school; assist in supervising the activities of a staff of professional, clerical and support services personnel; develop and maintain effective relationships with community and civic groups; represent the school in meetings, conferences, and community activities; deal tactfully and effectively with others; and communicate clearly and effectively, both orally and in writing; analyze programs.