

Class codes: see below

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

VICE PRINCIPAL I – IV

DUTIES SUMMARY:

Assist in the total operation, administration and management of a public 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 Principal in that the Vice Principal assists the Principal in the administration and management of a public school; whereas the Principal has immediate responsibility for the total operation, administration and management of a public school.

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

A position in this class performs under the general supervision of the 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 public school within prescribed departmental policies and objectives.

The Vice Principal classes are distinguished from one another on the basis of each school's rating as determined by three factors: 1) grade level categories, 2) student enrollment and 3) number of tracks. When there is more than one Vice Principal position at a school, all shall be classified the same.

CLASSIFICATION OF VICE PRINCIPALS

Class code	Class Title	Rating Scale	Salary Range
51004	Vice Principal IV	HS Prin VII or VIII	EO-06
51003	Vice Principal III	Inter Prin VI; HS Prin V or VI	EO-05
51002	Vice Principal II	Elem Prin IV; Inter Prin IV or V	EO-04
51001	Vice Principal I	Elem Prin II or III	EO-03
51203	12-Mo MT Vice Prin III	MT Inter Prin VII	EO-05
51202	12-Mo MT Vice Prin II	MT Elem Prin V	EO-04

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.
9. Assists in providing for the proper registration and release of pupils and making decisions on geographic exception requests.
10. Assists in providing for the proper evaluation and placement of pupils, the justification of special needs, and development of programs to meet their needs.
11. Assists in providing for the counseling of pupils and parents and disciplining, suspending, or recommending dismissal of students.
12. Assists in providing health services for emergencies and coordinating the provision of services in vision, hearing, and dental examinations.
13. Assists in estimating future student enrollment and maintaining student records.
14. 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. Participates in consulting with complex, district, and state personnel in planning capital improvement programs and repair and maintenance projects.
18. Assists in conducting a safety program to provide for the safety and well-being of students and staff.
19. Assists in approving and scheduling outside requests for the use of school facilities and grounds.
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 administering the school's bus subsidy program, school lunch program, and other similar activities.
23. Meets with parents and community groups to develop interest and participation in school activities and to promote an understanding of school programs.
24. Participates in community activities as the Department's representative.
25. Assists in resolving conflicts and complaints arising from the operation of the school.
26. Serves as Acting Principal in the absence of the 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 parental and community groups; represent the school in meetings, conferences, and community activities; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.