



SCHOOL VICE-PRINCIPAL

VICE - PRINCIPAL

Job Description

- POSITION TITLE:** School Vice – Principal
- JOB FUNCTION:** While fulfilling regular teaching duties, the Vice – Principal will work collaboratively with the School Principal to manage, coordinate, supervise, and provide leadership for all educational and administrative school activities.
- REPORTING TO:** The School Principal or designate.
- SPECIFIC FUNCTIONS:**
- Assist the School Principal to plan, manage, and supervise the school's operations and instructional program.
 - Support the Teachers in classroom management, discipline, safety, and curriculum.
 - Attend regular staff meetings and communicate proactively with staff, students and parents.
 - Assist the School Principal in planning school-wide professional development.
 - Assist the School Principal with day-to-day school operations and assume responsibility in his / her absence.
- MINIMUM QUALIFICATIONS:**
- Considerable experience in an educational position (teaching and / or administration).
 - Bachelor's degree in education, supplemented with a Masters in Administration / Education.
 - Other levels of education and experience will be considered.
- SUPERVISION / EVALUATION:**
- The Vice - Principal will take direction and advice from the Principal of the school.
 - Evaluated by the Principal once in a school year.