

Job Description: Middle School Vice Principal

Job Purpose: This position will provide support to the instructional process with specific responsibility for directing assigned programs at the middle school; providing information and serving as a resource to others; supervising assigned staff; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Evaluates assigned personnel for the purpose of ensuring that standards are achieved.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy, and maintaining safety and efficiency of school operations.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Planning and implementation of instructional technology in the building, as a liaison to the IT helpdesk.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

- Facilitates the development, communication implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 5+ years of certified teaching experience preferred.
- Ability to speak Spanish preferred.
- Masters' degree in job related area.
- Strong organizational skills.
- Ability to communicate both verbally and in writing.
- Ability to interact effectively with all aspects of benefits.
- Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.
- Effectively communicate with people in potentially stressful situations.
- A minimum of 3 years teaching with administrative certificate and ability to maintain licensure.

CERTIFICATES and LICENSES:

- Missouri Administrative Certification
- Maintain licensure through continued education and/or training.

APPLY BY: PLEASE COMPLETE AN APPLICATION WHICH MAY BE FOUND AT WWW.GUADALUPECENTERS.ORG UNDER *EMPLOYMENT OPPORTUNITIES*. IF A POSITION REQUIRES A DEGREE, PLEASE ATTACH COPY OF TRANSCRIPTS/AND OR/ DEGREE CERTIFICATE TO YOUR APPLICATION. OTHER ATTACHMENTS SUCH AS COVER LETTER OR RESUME CAN ALSO BE UPLOADED AND ATTACHED TO THE APPLICATION.

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