

# **Job Description Fremont County School District 21**

## **K-8 Vice**

### **Principal Purpose Statement**

The job of K-8 Vice Principal is done for the purpose/s of providing support to the instructional process with specific responsibility for directing assigned school programs and services at an elementary 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.

This job reports to K-8

### **Principal Essential Functions**

- 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.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates the development, communication, implementation and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students.
- 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, custodial program, gifted and talented education, referred maintenance work, etc.) for the purpose of enforcing school, District and State policy and maintaining safety and efficiency of school operations.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of materials (e.g. evaluations, correspondence, audits, Title VII, grants, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. quality instruction, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Promotes the Eastern Shoshone Core Beliefs Curriculum (e.g. Lessons in Life, Respect, Courage,

Honor, Sharing, Family, Humility, Honesty, Humor, Language, Spirituality, and Tradition, etc.) for the purpose of instilling these values into the school culture.

- 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.
- Supervises school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Supports K-8 Principal for the purpose of providing assistance with administrative functions.
- **Must follow Board Policies.**

## **Other Functions**

K-8 Vice Principal Page 1 of 2

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities** SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, concepts of management and supervision; grammar, spelling and punctuation; knowledge of community resources; practices of personnel administration; psychological and physiological development of adolescents; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; and adapting to changing work priorities.

**Responsibility** Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; Utilization of resources from other work units is

often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 30% sitting, 50% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. .

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Masters degree in job-related area.

**Equivalency**

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**Required Testing Certificates and Licenses**

Appropriate Wyoming State Department of  
Education Certificate and/or Endorsement

**Continuing Educ. / Training Clearances** 3 credits in Native American Studies or Similar  
Course Criminal Background Clearance Work within 2 years of hire date Drug Test

**FLSA Status Approval Date Salary Grade** Exempt AP

K-8 Vice Principal Page 2 of 2

**Title IX Coordinator Title\*:** Principal Address:

90 Ethete Rd, Fort Washakie, WY 82514

Telephone Number: 307.332.5983 Email:

**Section 504/ADA Coordinator Title\*:**

Principal Address: 90 Ethete Rd, Fort

Washakie, WY 82514 Telephone Number:

307.332.5983 Email:

**il Rights Compliance Coordinator Title\*:**

Superintendent Address: 90 Ethete Rd, Fort

Washakie, WY 82514 Telephone Number:

307.332.5983 Email:

\*OCR recognizes that including a person's name may result in an overly burdensome requirement to republish the notice if a person leaves the coordinator position. It is acceptable for a school district to identify its coordinator only through a position title

