

Vice Principal Job Description (for schools with more than 3 Full Time Equivalent Teachers)

Scope of Responsibility

The Vice-Principal is an educational leader of a school and will assist the principal in providing the overall leadership and management of the educational program for a school, and in overseeing the total school operation.

The Vice-Principal reports directly to the principal of a school and is responsible for the orderly operation of a school in the absence of the principal, and any administrative duties assigned by the principal.

Competence Required:

- a) Leadership Competence
- b) The ability to work efficiently within a team environment
- c) The ability to communicate effectively with staff, students, community, and outside agencies to better meet the needs of students in the school
- d) The ability to articulate and support the division / school philosophy and direction of educational programs
- e) The ability to assist in the implementation of program initiatives through appropriate professional development for staff
- f) The ability to assist staff in the creation of an effective staff development plan for all employees in the school
- g) The ability to maintain and promote confidentiality as the norm under which the school operates

Administrative Competence

- h) The ability to assist the principal in maintaining a safe, orderly, positive and effective learning environment
- i) The ability to assist in the performance evaluation of all school-based staff
- j) The ability to maintain a climate of respect and fairness for all staff and students