

## Job Description

<b>Position:</b>	Upper School Vice Principal
<b>Reports to:</b>	Upper School Principal
<b>Works closely with:</b>	Upper School Principal, Counselor and Students
<b>Overview:</b>	In conjunction with the Upper School Principal, assume responsibility and accountability for planning, developing, communicating and implementing programs, activities and initiatives designed to achieve Middle School and GWA goals and priorities.

### Areas of Responsibility:

- Assist with provision of instructional and management support to teachers, including observation, evaluation and feedback.
- Support and assist teachers using effective classroom management strategies.
- Set expectations regarding teacher handling of student behavior.
- Oversee implementation of the school-wide student behavior plan.
- Investigate significant disciplinary issues and appropriate consequences to assure a safe and appropriate learning environment.
- Share oversight of student groups and organizations.
- Assist in the general supervision of all school activities involving students, teachers and other school personnel.
- Help with the supervision of students before and after school, during lunch, and between classes.
- Assist with professional development of teachers, including assessing needs and providing appropriate resources and trainings.
- Assist with planning and leadership of staff meetings.
- Assist with student class selection and master scheduling process.
- Review scheduling and placement problems with students, make changes as appropriate, and

communicate changes with teachers.

- Collaborate with Student Support Services Team members to develop programs for meeting complex, individual student needs.
- Oversee student attendance and respond to issues.
- Monitor and enforce school dress code.
- Assist with development and provide input regarding school policies and practices.
- Meet with parents as appropriate regarding academic and behavioral issues.
- Maintain high levels of visibility and accessibility on campus, both inside and out of classrooms.
- Conduct regular classroom walk-through observations.
- Support positive, respectful school climate.
- Exhibit a positive, proactive and professional attitude.
- Communicate proactively, positively, and effectively with all stakeholders.
- Maintain strict confidentiality regarding all issues related to students, parents or staff.
- Delegate responsibilities to appropriate teachers and/or support staff.
- Collaborate with principal to set goals for professional development.
- Assume responsibility for school operations in the absence of the principal.
- Engage in other professional duties and responsibilities as assigned by the principal and Head of School.

**Minimum Qualifications:**

- Successful instructional experience at the Secondary school level.
- Strong understanding of young adolescent developmental issues and needs.
- Clear ability to foster effective relationships between and among students, parents and staff.
- Outstanding communication and organizational skills.