

Job Description

Position:	Upper School Vice Principal
Reports to:	Upper School Principal
Works closely with:	Upper School Principal, Counselor and Students
Overview:	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.