



Policies and Procedures
Section Three – Staff Policies

**303.4 – DUTIES OF THE
MIDDLE/HIGH SCHOOL VICE PRINCIPAL**

TIME ALLOTMENT: reviewed annually

The middle / high school vice principal will assist the principal by implementing the school's mission, vision, core values and policies. The middle school vice principal is directly responsible to the principal and is expected to maintain effective working relationships with all members of the KCS school community.

DUTIES

Administration

1. In consultation with the principal, provides educational leadership to the middle school.
2. Implements the school policies as outlined in the KCS Policy Handbook.
3. Is responsible for the preparation of the middle school curriculum and school supplies budget.
4. Organizes, prepares agendas and chairs middle school staff meetings.
5. Assists in the preparation of the annual school calendar, making certain that dates for middle school events and activities are covered.
6. Attends administrative meetings as required by the principal.
7. Prepares a supervision schedule for the middle / high school.
8. In collaboration with the principal prepares the middle school timetables and schedules.
9. Supervises the preparation of chapel services.

Curriculum

1. Encourages individual teachers to examine the various teaching strategies and activities that they incorporate in the daily activities of their classroom and how these relate to the philosophy, goals and objectives of the middle school.
2. Ensures that approved curriculum is taught in the middle school and that approved materials are being used.
3. Provides leadership to reporting methods and procedures at the middle school level.
4. Demonstrates leadership in new curriculum/program implementation.
5. Visits classrooms when able.

Teaching Personnel

1. Prepares written formative and summative teacher evaluations as outlined by the KCS Policy Handbook when requested by the principal.
2. Assists in the selection of middle school staff through participation in interviews, review of applications and reference checking when requested by the principal.
3. Establishes and maintains open and clear lines of communication with all school personnel.
4. Receives, listens, reacts and responds to suggestions from middle school staff members.

Student Personnel

1. Is responsible for middle / high school discipline and takes appropriate disciplinary measures.
2. Initiates student activities programs (i.e. intramurals) as facilities are available.
3. Promotes student involvement in school projects, trips, clubs and other activities.
4. Participates in the establishment of safety and security protocols for students.
5. Schedules time to become known to the students by having visibility in the halls, classrooms, and at school activities.

Professional Development

- Attends workshops, seminars, and conferences which assist in keeping informed on current trends, practices and research in the educational field.

Other

1. Sits on the New Family Interview Committee when requested by the Principal.
2. Attends Board and committee meetings when requested by the principal.
3. Provides spiritual leadership in the school community.

Date Agreed: January 25, 1999

Date Amended: December 1, 2007

303.4 – Duties of the MS/HS Vice Principal

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