



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Vice Principal **OFFICE/CAMPUS:** Vice Principal/Sagert High School

REPORTS TO: Principal **STATUS:** 12 months (exempt)

PRIMARY PURPOSE:

- Under the direction of the high school principal, the vice principal will assist with administrative responsibilities that increases the scope of support to students, teachers, and parents.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist the principal in the overall administration of the school and assumes leadership of the school in the absence of the principal.
- Works with faculty to ensure that the discipline code is consistently and fairly enforced and carries out disciplinary consequences for students who violate student code of conduct.
- Confer with students, parents, and teachers to resolve problems which inhibit learning.
- Advises teachers regarding classroom management and student discipline.
- Supervises the reporting and monitoring of student attendance with follow up student/parent contact where necessary.
- Coordinates the student activity program and assumes responsibility for the general supervision of all school extra-curricular activities and events involving pupils, teachers, and other school personnel.
- Responsible for coordinating and maintaining the high school calendar.
- Supervises the Student Services Secretary in the maintenance of accurate school discipline records regarding demerits, communicating with students, counselors, parents, and maintaining accurate student files.
- Assists advisors in planning field trips and coordinates transportation for school related functions.
- Works with the student council advisor and council officers to provide positive campus activities.
- Approves student bulletin.
- Develops procedures to protect and enhance student safety.
- Coordinates, conducts and compiles student school climate survey.
- Supervises the Student Services Secretary in the maintenance of accurate student attendance records for use in producing report cards and management reports.
- Conducts safety drills (i.e. fire, lockdown, etc.) and submits reports.
- Supervises the athletic director in providing a quality athletic program for the student body.
- Coordinates Fun Fair activities with 7-12 grade level advisors.
- Coordinates procedures with the crisis management manager to be used in event of school crisis and provide leadership in the event of such incidents.
- Investigate student accidents and other accidents and take appropriate actions.
- Coordinates and participates in the school's accreditation work as required.
- Coordinate and direct the Student Services Secretary in maintaining accurate student attendance records in the Win School database for use in producing report cards and management reports.
- Coordinates transportation for moving students to and from school-related functions.
- Supervises the front office staff.

OTHER DUTIES/FUNCTIONS:

- Member of the Safety Committee; coordinates emergency evacuation procedures and drills
- Attend regularly scheduled and special meetings.
- Other duties as assigned.

CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.
- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Make it "easy to do business with" HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problems or issues. Determines information needs; collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.
- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment Use: LAN-based computer with keyboard and monitor, facsimile machine, photocopier, electric typewriter, and multi-line push button telephone.
- Work Hours: 7:30 a.m. - 4:00 p.m., Monday – Friday (8 hours/day). Some weekday after-hours and weekend work maybe required.
- Mental Demands: High attention to detail.
- Physical Demands: Majority of the job is spent sitting in a confined position. Most of the work requires periodic visual/mental concentration on work demanding precise eye/hand coordination. Daily monitoring of the campus. As needed, classroom visitations to support the school's goals and objectives.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Experience in and an understanding of high school curriculum; Demonstrable computer skills; familiar with Windows software environment. Effective written and verbal communication skills. Ability to work with a variety of people; team player. Knowledge of school policy (i.e., disciplinary system, clubs program).
- Education/Training: Master's of Education or equivalent five years of experience teaching high school students.
- Experience: Three to five years of supervisory experience.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

