

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED MANAGEMENT POSITION

JCN: 690  
EXEMPT

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### VICE PRINCIPAL – CAREER TECHNICAL EDUCATION CHARTER HIGH SCHOOL

#### **BASIC FUNCTION:**

Under the direction of the Director, Career Technical Education Charter (CTEC) High School assist, plan, organize, coordinate and implement the operations and activities of the CTEC High School program; assist Director with administrative duties involving student conduct, curriculum development, and overall functions in support of the instructional area to enhance educational effectiveness and efficiency of CTEC High School as assigned; serve as a technical resource and provide training concerning assigned program; collaborate with administration in developing systems and goals in meeting county office, state and federal requirements to increase student achievement; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist and support assigned supervisor, teachers, and school personnel with organizing, attending, and participating at school functions and committee meetings, such as Back to School Night, Open House, Graduation, Parent Advisory Committee, school site council meetings, English Language Advisory Committee (ELAC), and District English Language Advisory Committee (DELAC) meetings.
- Assist in the development and execution of a guidance program that includes academic, career, personal and social development; advocate for the high academic achievement and social development of all students; provide consultation, training and staff development to teachers and parents regarding students' needs; assist in the supervision of a district approved advisory program.
- Assist the instructional staff in making appropriate changes in student schedules when necessitated by just cause; collaborate with administration and school personnel in assisting in making appropriate decisions regarding students.
- Compile, analyze and interpret test data to evaluate the effectiveness of instructional programs and testing processes; direct and participate in the collection, compilation and recording of required data; implement, continue, or expand practices proven to raise student achievement.
- Coordinate the exchange of information and resources with administrators, personnel, school districts and outside agencies in the development and implementation of designated educational programs, functions, goal, objectives and services in support of CTEC High School.
- Monitor and assess the operations and activities of CTEC High School for educational effectiveness and operational efficiency; receive and respond to staff and public input concerning related needs; coordinate and assist in the development and implementation of programs, policies and procedures to enhance educational effectiveness and operational efficiency.
- Monitor program activities, supervise and assist personnel; respond to inquiries and provide detailed and technical information concerning related functions, activities, standards, requirements, timelines, laws, codes, rules, regulations, policies and procedures.
- Participate in assessment teams or partnerships to provide a cohesive approach by involving the social worker, psychologist, child welfare and attendance, and other school staff to provide services for students and families.
- Plan, coordinate and oversee operations and resources to enhance administrative, and staff

understanding of educational practices, curriculum standards, guidelines and requirements related to assigned program, function or instructional area.

- Plan, develop, implement and conduct training sessions and other professional learning activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned.
- Plan, organize, coordinate and implement the operations and activities of an assigned program, function or instructional area to enhance educational effectiveness and efficiency of the county office; assist in ensuring related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Plan, organize, direct, and participate in disciplinary actions; develop and implement programs and incentives to promote and improve student attendance and conduct.
- Prepare and maintain a variety of narrative and statistical records, such as, student attendance, enrollment, coursework reports and files related to programs, instructional areas, budgets, financial activity, projects, compliance, professional learning and assigned duties.
- Provide administrative oversight and support during Expanded Learning Program (ELP) hours; participate in after-hours activities, on weekdays, and weekends to engage the community in CTEC events.
- Provide technical information and assistance to the assigned supervisor regarding needs, issues and progress related to assigned program, function or instructional area; assist in the formulation and development of policies, procedures and programs.
- Research, compile, assemble and evaluate a variety of technical information related to assigned area or program; participate in the development, implementation and evaluation of program and educational documents; prepare and distribute related correspondence and informational materials.
- Resolve parent concerns, ensure compliance with state and federal mandates; respond directly and/or facilitate staff response(s) to parent inquiries, concerns and/or complaints.
- Work with an individual or groups of students or families to support the needs of all students.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations.
- Collaborate with assigned supervisor, directors, and administrators who plan courses of study to be used in charter schools, and/or research connected with the evaluation or efficiency of the instructional program(s); ensure effective communication and operation of assigned program(s).
- Coordinate with school administrators in planning and developing school activities related to, and an extension of, the instructional and guidance program of the school.
- Examine, select, coordinate and provide professional learning to teachers, principals, or other similar personnel involved in instructional programs.
- Attend and participate in a variety of assigned meetings, committees, conferences, professional learning, and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.

- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- A-G Subject Requirements.
- Basic budget preparation and control.
- Basic knowledge of high school requirements and college entrance process.
- Basic knowledge of standardized testing.
- Curriculum interpretation and application in assigned program or instructional area.
- Dual enrollment and registration process.
- Policies and objectives of assigned programs and activities.
- Practices, procedures and techniques involved in the development and implementation of professional learning activities.
- Principles of training and providing work direction.
- Public speaking techniques.
- Record-keeping techniques.
- Research methods and report writing techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Maintain records and prepare reports.
- Meet schedules and timelines.
- Monitor and assess operations and activities of assigned program, function or instructional area for educational effectiveness and operational efficiency.
- Monitor implementation of 504 plans.
- Plan and organize work.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.

- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

**EDUCATION:**

- Bachelor’s degree.
- Master’s degree preferred.

**EXPERIENCE:**

- Four years increasingly responsible teaching experience that includes instructional and leadership experience.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Teaching and/or Services Credential.
- Valid California Pupil Personnel Services Credential with School Counseling Authorization preferred.
- Valid California Administrative Credential.
- Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Abusive and potentially harmful outbursts from students, which may pose a threat to staff and/or students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and/or other body fluid(s).

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification. However, it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective:4/9/2020

Revised: 11/1/2023; 11/15/2023; 04/30/2024