

Vice Principal

Be Part of Us!

- **United Auburn Indian Community** (UAIC) is actively searching for a **Vice Principal**.
- We are a federally recognized Native American tribe, dedicated to improving the welfare of our Tribal Members, our employees, and the surrounding communities.
- UAIC allows employees to be innovative and forward-thinking while working in an environment that respects tradition.
- We provide **100% employer paid** Medical, Dental, & Vision benefits for you and eligible family.
- We contribute to your retirement account **starting at 4%, whether or not you contribute** yourself.
- **Complimentary, on-site breakfast & lunch provided.**
- Salary for a full school year's contract (212 days) for this position is **\$123,391.41**.

Position Summary

Under general supervision, the Vice Principal assists the Principal in the planning, organization, and direction of the instructional programs, operations, instructional leadership, and staff for the United Auburn Indian Community's Pre-K-8 School. The Vice Principal helps implement the school's mission, vision, values, goals, and programs, assuring a safe and positive learning environment for students and staff. This position must routinely use tact, poise, and good judgment while communicating with internal and external contacts, offices, and organizations.

Job Functions

Essential Functions

- Assists the Principal in the overall administration of the school.
- Assists the Principal in planning, organizing, and directing the school's instructional activities, special programs, and operations.
- Administers and enforces school policies.
- Assists in maintaining discipline throughout the student body, including by administering discipline and intervention policies.
- Assists in administering school safety programs.
- Works with teachers, school staff, and relevant school improvement committees to develop school curriculum and special programs.
- Regularly communicates with teachers to ensure that instructional programs are meeting student needs and school requirements.
- Periodically reviews and evaluates existing school curriculum and instructional programs to suggest revisions and improvements; works with teachers and school staff to develop and implement suggested revisions and improvements.
- Assists teachers in evaluating methods and materials and in developing effective learning plans and classroom management techniques.

- Develops and oversees school improvement committees in connection with WASC recommendations, attends, conducts, or chairs committee meetings when necessary.
- Prepares correspondence, bulletins, and other communications on behalf of the school; ensures that special events and student achievements are appropriately publicized.
- Communicates regularly with parents and teachers regarding student progress; meets with parents and students to discuss evaluations, student progress, and concerns.
- Attends, conducts, or chairs a variety of meetings with teachers and parents; attends Student Support Meetings as necessary; responds to and resolves parent and student complaints.
- Represents the School at school and community functions, maintaining high standards of professionalism.
- Coordinates the establishment of a Parent Resource Library.
- Serves as Acting Principal when the principal is absent.
- Oversees the preparation and maintenance of a variety of records and reports regarding student attendance, welfare, discipline, safety, academic achievements, and others, as needed.
- Oversees the maintenance of comprehensive files pertaining to school inventories, financial information, and contracts; directs the maintenance of student and staff records onsite.
- Works with the Principal and the Human Resources Department to plan, develop, and implement a professional development program for teachers and other school staff.
- Supervises teachers and staff as assigned by the Principal.
- Assists the Principal in the preparation of an annual department budget.
- Organizes and manages UAIC's After School Program.
- Identifies and enlists teachers and staff to support the tutoring and enrichment services offered through the After School Program.
- Advertises the After School Program to UAIC Tribal members and encourages Tribal children to attend.
- Sets up all programming and enrichment opportunities.
- Sets up and coordinates tutoring services as needed.

Non-essential Functions

- Assists in identifying and purchasing Native American children's literature and other appropriate reading materials for the school library.
- Coordinates the supervision of students on campus during lunch, recess, and other activities.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Comprehensive knowledge of school organization, activities, goals, and objectives.
- Knowledge of state and federal school-related legal requirements with the ability to adapt to and administer tribal legal requirements.

- Knowledge of state and local curriculum requirements.
- Knowledge of budget preparation and control principles.
- Knowledge of child development principles, theories and practices.
- Knowledge of educational principles guiding elementary instruction.
- Knowledge of different types of learning styles, and disabilities and the appropriate related interventions and services.
- Knowledge of the scope and sequence for learning goals for specific grades as well as across the grades.
- Knowledge of laws governing education services for public schools.
- Advanced knowledge of multi-subjects including mathematics, grammar, spelling, language and reading.
- Advanced knowledge of proper English language usage, grammar, spelling, punctuation, vocabulary, and handwriting.
- Knowledge of educational programs and outreach programs in the surrounding area.
- Knowledge of symptoms of communicable diseases and head lice.
- Knowledge of MS Office applications, including Word, Excel, and Outlook.
- Knowledge of Google Suites and its applications.

Skills

- Excellent leadership skills, including goal setting, motivating, and teambuilding.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Well-organized, able to manage multiple projects simultaneously.
- Effective presentation skills.
- Active listening skills.
- Acute attention to detail.
- Excellent time management skills with the ability to set and meet deadlines.
- Strong analytical and problem-solving skills.
- Calm, friendly, and reliable temperament.
- Creative thinking.
- Patience and compassion.
- Proactive, forward thinking.

Abilities

- Ability to communicate effectively, both orally and in writing.
- Ability to exercise interpersonal skills using tact, patience and courtesy.
- Ability to administer student discipline in an effective and healthy manner.
- Ability to establish, coordinate and maintain communication with student and parent groups.
- Ability to analyze complex and sensitive situations accurately and adopt an effective course of action to reach resolutions.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to adapt to the various needs of the children.
- Ability to interact with children.
- Ability to work independently and use good judgment.
- Ability to maintain safe, secure and healthy environment for children.

- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment.
- Ability to develop and implement new strategies and procedures.
- Ability to work under pressure.
- Ability to maintain strict confidentiality in all matters pertaining to students, parents, staff, and program.
- Ability to work effectively with frequent interruptions.
- Ability to clear all necessary background checks.

Qualifications

Minimum requirements

- Education:
 - Valid CA Administrative Services Credential or Certificate of Eligibility for Administrative Services
 - Bachelor's Degree
 - Teaching credential or equivalent
- Experience:
 - Seven years of classroom experience
 - Three years in an educational leadership position

Preferred qualifications:

- Direct experience working with Native American children or adults, or a background in the philosophy regarding the education and health of Native American children and adults.

Special Requirements

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.