



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
VICE PRINCIPAL	37	B	5.104

Under direction of the Principal, Vice Principals assist in the planning, development, organization and supervision of a comprehensive academic, vocational and physical education program; provide direct counseling to adjudicated juveniles assigned to a youth training facility.

Assist the Principal in the development, revision, enforcement and/or evaluation of: the educational curriculum; overall school rules, policies and procedures; instructional goals, objectives and methods; books, equipment and other educational materials; assist with staff development and evaluation in order to promote the educational well-being of students and to maintain an effective learning climate which meets the requirements of Nevada school law and federal and State law pertaining to the agency.

Prepare and maintain necessary reports and records in order to meet agency, State and federal requirements for the school.

Gather and maintain records of credits earned by individual students in order to determine whether the students are progressing towards meeting graduation, G.E.D. or Adult Diploma requirements.

Provide counseling services to assist student in overcoming problems that affect their educational development; assist students in self evaluation of aptitudes and abilities through available data and test scores; assist students and staff in the creation of educational and occupational plans based upon evaluations; maintain a file of catalogs, school profiles, vocational training programs, scholarship and other educational information to acquaint students with the opportunities and requirements of postsecondary schools and vocations; assist students in making applications to postsecondary schools to include financial aid where applicable; prepare follow-up studies of former students to evaluate the effectiveness and to improve the school's programs and services; assist in the development and implementation of reasonable rules for classroom behavior and discipline procedure.

Establish and maintain communication lines between students and staff regarding both academic and behavioral progress of assigned students; work with teachers, home life and administrative staff to improve the educational prospects and social development of students; arrange conferences between students, faculty and/or home life staff as a follow-up to incident reports; and work with students, faculty, home life staff, psychologist and administrators on problems relating to student behavior including enforcement of discipline and disciplinary proceedings.

Supervise professional and administrative support staff to accomplish the goals of the institution which includes recruitment and hiring; scheduling staff and arranging for substitute teachers; providing counseling, guidance and motivation; encouraging professional development; and evaluating performance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Possession of a valid Nevada teacher's elementary, middle school/junior high, secondary, or special teaching license (excluding Business and Industry or Special Qualifications) is required.
- * Possession of a valid Nevada provisional or limited school administrator endorsement is required at the time of appointment. Applicants with only a provisional endorsement must obtain a limited or professional school administrator endorsement prior to the expiration of the provisional endorsement. A professional school administrator endorsement is required to continue in the position after the expiration of the limited endorsement.
- * Pursuant to NRS 284.4066, positions in this class have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

EDUCATION AND EXPERIENCE: Possession of a valid Nevada limited school administrator endorsement **OR** a professional school administrator endorsement and three years of teaching experience at K-12 in schools approved by the State.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Detailed knowledge of: State graduation requirements; principles, techniques and methods of assessing individual learning capacities and requirements. **Working knowledge of:** modern teaching principles, techniques, counseling and methods of academic and vocational education in an institutional setting. **General knowledge of:** all aspects of school administration and supervision. **Ability to:** recognize incidents that require immediate attention through counseling or other appropriate action; interpret test scores and direct students in appropriate assignments and schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: Nevada school law, federal regulations and State regulations pertaining to the agency. **Ability to:** interpret and assist staff in attaining program objectives; develop, implement and assist or counsel students and staff in meeting social, behavioral and educational goals; adapt modern teaching principles, techniques and methods of academic and vocational education to the institutional setting.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED: 5.104
7/1/89R
9/22/89PC
REVISED: 7/1/91P
7/6/90PC
REVISED: 9/17/10PC