



JOB POSTING – Assistant Vice Principal

Statement of Position: The Don Bosco Charter High School Assistant Vice Principal is responsible for working closely with the building principal in establishing and maintaining a learning culture that provides an opportunity for each individual student to succeed in a safe and orderly school environment. The Assistant Vice Principal has the responsibility of serving a building supervisor/administrator in the absence of the principal.

Essential Duties: (will include the following but not be limited to)

- ◆ Organizes and facilitates the orientation process for incoming students throughout the school year.
- ◆ Facilitates the Behavior Improvement Plan for students on said contracts for the Education Center, monitors progress closely and takes action on discipline problems.
- ◆ Assists with the implementation of district curriculum, effective instructional materials and assessment.
- ◆ Oversees the scheduling of classes and the monitoring of student grades and attendance.
- ◆ Collaborates with administration in developing practical and student-centered curriculum, academic offerings, scheduling, and effective programs (drug/alcohol, etc.) & field trips.
- ◆ Schedules and supervises special events: (prom, sports, graduation, assemblies, etc.)
- ◆ Provides support for teaching staff and all classified staff (non-certified).
- ◆ Participates in staff in-service around the teaching and learning process.
- ◆ Maintains current knowledge of research, issues and trends in appropriate for school improvement.
- ◆ Supervises the monitoring of breakfast and lunch in the cafeteria and passing periods.
- ◆ Schedules monthly fire drills, tornado drills, and other building safety responsibilities.
- ◆ Reports to the principal.
- ◆ Performs all other duties as assigned by the principal.

Essential Requirements: (will include the following but not be limited to)

- ◆ Bachelor or Master Degree in Education, Missouri certification.
- ◆ Missouri Secondary Building Level Administrative certification.
- ◆ At least 3 years experience teaching in an urban school district at secondary level.
- ◆ Demonstrates knowledge and expertise in the area of teaching and learning.
- ◆ Ability to organize, plan and facilitate staff development activities around teaching and learning that enhances active student engagement and effective instructional strategies.
- ◆ Ability to communicate well with staff and administration.
- ◆ Demonstrates leadership experience and ability.

Applicant Instruction:

Interested applicants send resume and letter of interest to:

Charity Guerra

HR Administrator

Don Bosco Community Center

531 Garfield

Kansas City, MO 64124

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