

Hobbs Municipal Schools Job Description

Position: Vice Principal/Administrator

Supervisor: Principal, Superintendent and Assistant Superintendents

General Job Description: The Vice Principal will use leadership, supervisory, and administrative skills to assist the principal in his/her promotion of the educational development of each student.

Qualifications:

1. A master's degree.
2. A valid New Mexico administrative license as required by the State of New Mexico.
3. Minimum of seven years experience in the field of public education, including experience as a classroom teacher.
4. Must be able to pass employment verification.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues thoroughly and keep initiative to improve the quality of education in the community.
2. Demonstrate instructional leadership.
3. Effectively manage the resources for which he/she is responsible, including personnel, finances, facilities, programs and time.
4. Demonstrate knowledge of and manage state and federal programs to meet the special needs of all students.
5. Supervise staff on the use of computers/technology as instructional tools.
6. Uses supervision, staff development and performance evaluation to improve the overall educational program.
7. Embrace and encourage the acceptance of diversity.
8. Provide and maintain an environment where optimal student growth can take place.
9. Meet professional requirements and responsibilities.
10. Maintain familiarity with current educational issues through a process of ongoing personal development.
11. Demonstrate an understanding of the dynamics of the educational organization.
12. Use effective people skills to communicate.
13. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.
14. Comply with Ethical Responsibility of the Education Profession Standards of Professional Conduct and Code of Ethics.

Additional Duties and Responsibilities:

1. All Non-Traditional Education
2. Organize, Supervise, and Discipline students in Non-traditional Education. This includes the Hiring of Staff and tracking the successes of these programs.
 - a. Early College High School at NMJC
 - b. ACT Academy students at NMJC
 - c. Credit Recovery on Hobbs High, Alternative, and Freshman High School Campus
 - d. Extended Day on Hobbs High, Alternative, and Freshman High School Campus
 - e. Unit Recovery on Hobbs High, Alternative, and Freshman High School Campus
 - f. Summer School for Hobbs High, Alternative, and Freshman High School
 - g. School within a School Credit Recovery for HHS Juniors.
3. Graduation Role
 - a. This principal would be responsible for handling the organization of Graduation every year.
4. Scholarships
 - a. This principal will work with Juniors and Seniors specifically in the area of Scholarship.
 - b. In the event that there is a counselor for scholarships, this principal would be teamed with that counselor.
5. Evaluation Role

- a. This person would add another Principal to the mix in the Evaluation of Staff at Hobbs High School.
6. Event Supervision Role
 - a. This person would be required to Supervise Events at Hobbs High School as assigned by the Principal.
7. Discipline Role
 - a. This person would serve as the person who hears discipline “appeals” from parents and students in the event that the parents were not satisfied with the original determination.
 - b. This person would be responsible for disciplining those students who are participating in a “non-traditional” form of education as outlined above.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

Safety and Health Requirements:

1. Child Abuse/Substance Abuse Workshop
2. Bloodborne Pathogens Standard Training

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.