



## **MIAMI UNION ADVENTIST ACADEMY**

### **Job Description of Junior Vice Principal Academic & Curriculum Instruction Director of Marketing Grades K – 8**

#### **Vice Principals Direct Supervisor:**

School Principal

#### **Vice Principal Job Overview:**

The Vice Principal should have good communication, problem-solving, and conflict-resolution skills that are anchored in strong Christian principles. The Vice Principal should work well with the school administration, teachers, and staff by providing academic support, instruction, and guidance. The Vice Principal for Academic & Curriculum Instruction for Grades K – 8 is the Acting Principal in the absence of the Principal. Also serving as a servant spiritual leader to the faculty and staff.

#### **Vice Principal Responsibilities:**

- Be approachable - practices empathic listening to the needs of faculty, students and parents.
- Mediates conflict resolution.
- Advise teachers and implement individualized academic plans for students having academic concerns.
- Improve parent/teacher relationships and build strong relationships between parents and school.
- Provide professional development opportunities for teachers to hone their craft.

#### **Vice Principal Specific Job Responsibilities:**

- Attend all required meetings: Principal and Vice-Principal Meetings (SEC), School Board Meetings, Executive Committee Meetings, Discipline and Academic Standard Committee Meetings, Administrative Meetings, and Staff Meetings.
- Serves as the head of the Elementary and Middle School departments, conducting monthly departmental meetings with accurate record keeping (minutes and recommendations).

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- Evaluate current teaching practices and be responsible for promoting innovative teaching techniques.
- Coordinate and schedule substitute teachers as needed.
- Process Discipline Referral for Grades K – 8: Communicate with Parents and Teachers regarding the referrals, follow up with bullying reports (in coordination with the school counselor), hold and supervise detention and In School Suspension supervision, and enter merits (Renweb).
- Plan Southeastern Conference Field Trips and assist with departmental field trips.
- Collaborate with Student Association Sponsor to promote a healthy/balanced student life
- Coordinate Honor Rolls and Citizenship Celebrations (Quarterly).

### **Curriculum and Instruction:**

- Assist with instruction of the teacher's aide.
- Library Resource Coordinator: Set up, maintain and coordinate library book purchase.
- Florida Virtual School (FLVS) Coordinator. (Joint Task)
- Title One Coordinator: Register students in the Miami-Dade System & schedule tutoring (Joint Task).
- Monitor iPad/Tablet Program for assigned grades.
- Develop Supervision Schedule: Before and After School. (Joint Task)
- Monitor students' progress towards graduation and students in danger of grade retention.
- Update and Distribute Student Handbook. (Joint Task)
- Research, plan, and schedule staff professional development. (Joint Task)
- Monitor teachers' weekly and yearly lesson plans.
- Attend Southeastern Conference and Southern Union Retreats as needed.
- Be an active participant in the recruitment team in conjunction with the Recruitment Director and work hand-in-hand with the front office in the admissions process.

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- Assist as a substitute teacher as needed.
- Be part of a supervision team (Administrative team is always on supervision).
- Be an advocate for the school vision and school progress through measurable steps.

### **Academic Standards Committee Meetings Chair**

- Review and implement changes as approved by the North American Division and the Southeastern Conference of SDA.
- Review student handbook and make appropriate recommendations for accommodations and changes (joint task).
- Schedule Academic Standards Committee Meetings.
- Develop agenda and keep appropriate records.
- Make recommendations to administration based on finding of facts and committee decisions.

### **Director of School Marketing**

- Develop, update, and be generally responsible for the school's yearbook and its content. (Joint Task)
- Create content (articles, videos, promotional materials) to be share by the Facebook, Instagram, YouTube, and LinkedIn. Samples include but not limited to; highlight teacher's achievements, filmed special class projects, show teacher working with students in in-class assignments, highlights of sports events, etc.
- Update the school's website as needed (announcements, calendar, teacher's page, departmental pages, etc.)
- Work with the SEC and staff members to develop Conference Video Request.
- Send Constituency Churches Weekly/Bi-Weekly updates. (joint task)
- Produced content for promotional videos.



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### **Vice Principal's Qualifications:**

- BA or BS in Education Required. School Administration Degree preferred but not required.
- ESE certification.
- A minimum of five years in the education field. Previous administrative skills preferred.
- Good communication skills.
- Detail-oriented with excellent organizational, and time-management skills.
- Remarkable Christian professionalism and a strong work ethic.