

Hayden Canyon Charter School

EDUCATION DIRECTOR (VICE PRINCIPAL) JOB DESCRIPTION

Title	Education Director (Vice Principal)
Job Goal:	To provide a safe and exceptional learning environment to prepare and inspire all students to reach their full potential
Duties:	The Vice Principal is responsible for supporting our Charter Administrator (Principal) in day-to-day activities, assisting with staff evaluations, and working with student behaviors.
Qualifications:	<ol style="list-style-type: none">1. The Vice Principal shall have a valid Idaho Education Credential with an Administration endorsement or verification of meeting state requirements to qualify for certification and such other qualifications of academic, professional and personal excellence.2. The Vice Principal shall have the experience and skills necessary to work effectively with the Board, Charter staff, students, parents, and community.3. The Vice Principal must have a minimum of 5 years experience as a certified educator.4. The Vice Principal must be of good character and of unquestionable morals and integrity.
Responsible to:	Operational Director (Charter Administrator/Principal)
Performance Tasks:	<ol style="list-style-type: none">A. Assist the Operational Director in providing leadership in the development, operation, supervision, and evaluation of the education program.B. Assist the Operational Director in the supervision of teaching staff and provide assistance to staff when and where necessary.C. Assist the Operational Director in the evaluation of teaching staff at least twice yearly using Danielson Framework.D. Design and implement a yearly work plan to support the ongoing improvement of teaching and learning toward HCC's mission and vision. Use Hands-on, project based learning to guide improvement toward the mission and vision.E. Organize and monitor data to understand both teacher and student growth in general and toward the yearly work plan.F. Help promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.G. Support the SpEd staff and meet with them regularly to discuss MTSS and MDT.

H. Participate in IEP meetings.

Terms of Employment: Employment period and salary will be determined by the Annual Salary Schedule approved by the Board of Directors. Placement on the salary schedule for the first year at Hayden Canyon Charter is dependent upon prior experience.

Evaluation: The Education Director will be evaluated two times per year using standards and objectives authorized by the Education director and Board, which are consistent with the Charter School's mission and goal statements. A specific time shall be designated for a formal evaluation session.

By signing below, I acknowledge that I have read and understand the above job description.

Employee's Signature

Date