

The United Auburn Indian Community (UAIC), Located in Auburn, California, has a need for a School Vice Principal. Under the direction of the School Principal, plan, organize, control and direct the instructional programs, operations, and personnel for United Auburn Indian Community School (Grades K-8); implement the school's mission, goals, and objectives and programs as needed; assure a safe and positive learning environment for the students and staff.

Duties & Responsibilities:

- Plans organize, control and direct the instructional activities, special programs and operations of the UAIC School; confer with personnel regarding staff, programs, students, finances and legal requirements
- Participate in personnel recruitment process; supervise and evaluate certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives
- Plan, organize, and develop a Curriculum and Instruction Committee
- Enforce applicable school policies; administer discipline and intervention policies and safety programs
- In coordination with school personnel, develops school curriculum and special programs
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate school personnel; communicate with teachers to assure instructional programs meet student needs and school requirements
- Prepare and write correspondence, bulletins and other communication on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate
- Coordinate the establishment of a Parent Resource Library; purchase American Indian Children's literature and other appropriate reading materials for established children's library
- Coordinate the supervision of students on campus during lunch, recess and other activities; discipline students according to established guidelines
- Assure the health, safety and welfare of students
- In conjunction with the principal, oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic counseling to students and parents
- Communicate regularly with parents and teachers regarding student progress; meet with parents and students to discuss evaluations, progress and concerns

- Attend, conduct and chair a variety of meetings with faculty and parents; attend Student Support Meetings(SST) and other meetings as necessary; respond to and resolve parent, student and staff complaints; represent the school at school and community functions
- Direct the preparation and maintenance of a variety of school, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and others as needed
- Direct the maintenance of comprehensive files pertaining to school personnel, inventories, financial information and contracts; direct the maintenance of student and staff records on site

KASOC's-Knowledge, Abilities, Skills, & Other Competencies:

- Comprehensive knowledge of organization, activities, goals and objectives of an elementary school
- Knowledge of school law administration and applicable sections of the State Education Code and other applicable laws
- Knowledge of State and local curriculum requirements
- Knowledge of budget preparation and control
- Ability to apply principles and practices of administration, supervision and training
- Ability to effectively utilize oral and written communication skills
- Ability to exercise interpersonal skills using tact, patience and courtesy
- Must be able to plan, organize and supervise the activities, operations, and personnel of an elementary school
- Must be able to organize, train, evaluate and supervise assigned certificated and classified staff
- Ability to supervise activities regarding personnel, budget, curriculum and instruction and communications and articulation
- Ability to work closely with the Principal to help carry out the budget and business operations of the school
- Ability to establish, coordinate and maintain communication with student and parent groups
- Must be able to plan, implement, supervise and evaluate instructional and categorical programs in accordance with applicable laws

- Must be able to analyze situations accurately and adopt an effective course of action
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Prepare and deliver oral presentations

Minimum Qualifications:

Educational:

- Bachelor's degree in a related field

Experience:

- Five (5) years of classroom experience

Licenses & Special Requirements:

- California Teaching or PPS Credential
- California Administrative Credential

Preferred or Desirable Qualifications:

- Five (5) years of experience working with Tribes or Tribal Organizations
- Experience working with Traditional Wellness Models of Health and Wellness
- Experience working with educationally disadvantaged students

Working Conditions:

- Office/Classroom environment
- Occasional outdoor supervision may be required during field trips and recess

Special Requirements:

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to resume@auburnrancheria.com or fax resumes to:
(530) 878-5445.

Must type School Vice Principal in subject line to be considered.