

**LODI UNIFIED SCHOOL DISTRICT**  
**1305 East Vine Street, Lodi, CA 95240**

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**Job Description:** Alternative Programs Vice Principal

**Classification:** Management

**Salary:** LUSDAA Salary Schedule

**Work Year:** 212 days

**Reports To:** Area Director

**Department:** Educational Services

**Supervises:** Certificated and Classified Staff

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**PRIMARY FUNCTION:** The Vice-Principal assists the Principal, Alternative Programs in the administration, operation, and evaluation of the instructional programs. The Vice-Principal serves as liaison to school staffs, developing, implementing, and monitoring school policy, standards, and philosophy, including student supervision, assessment of student achievement, and suitable learning environment.

**SUPERVISION RECEIVED AND EXERCISED:** Under the immediate direction of the Principal, Alternative Programs

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities may include, but are not limited to the following:

- Collaborate with district leadership to develop and implement strategic plans for alternative programs that align with the district's educational goals and priorities.
- Oversee the development, implementation, and evaluation of alternative education programs, ensuring they meet the academic, social, and emotional needs of diverse student populations.
- Work closely with curriculum specialists and teachers to design and adapt curriculum frameworks that cater to the unique learning styles and needs of students in alternative programs.
- Provide leadership in creating a supportive and inclusive school culture where all students feel valued, respected, and empowered to achieve their full potential.
- Develop and implement proactive strategies for managing student behavior, including the establishment of clear expectations, interventions, and supports to address challenging behaviors effectively.
- Interpret and communicate school programs to diverse audiences within the community, fostering understanding and support for the district's initiatives and objectives.
- Provide guidance and support to teachers and staff working in alternative programs, including professional development opportunities and coaching to enhance their capacity to meet the diverse needs of students.
- Foster positive relationships with parents, guardians, and community stakeholders, keeping them informed and involved in the educational journey of students in alternative programs.
- Utilize data-driven decision-making processes to monitor student progress, identify areas for improvement, and report outcomes to district leadership, parents, and other stakeholders.
- Ensure that alternative programs adhere to district policies, state regulations, and federal laws related to education, including special education requirements and accommodations.
- Collaborate with district leadership and school administrators to develop and implement crisis management protocols to ensure the safety and well-being of students and staff in alternative programs.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- School law and applicable sections of the State Education Code and other applicable laws
- State and local curriculum requirements
- Board and District policies, procedures and regulations
- Employee contracts
- State requirements for site facilities
- Budget preparation and control
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Public speaking techniques
- Basic computer operation

Ability to:

- Plan, organize and direct the operations, plant and personnel of assigned site
- Organize, direct, supervise and evaluate assigned certificated and classified staff
- Direct activities regarding personnel, the physical plant, budget, students and activities, curriculum and instruction, and communications and articulation
- Establish, coordinate and maintain communication with community and parent groups
- Analyze situations accurately and adopt an effective course of action
- Read, interpret, explain and apply rules, regulations, policies and procedures
- Communicate effectively both orally and in writing

**EDUCATION AND EXPERIENCE:**

At least three years successful teaching experience. Bachelor degree from an accredited college or university required. Master's degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Administrative Services Credential, CLAD Certification or equivalent and valid California driver's license.

**WORKING CONDITIONS:** Working conditions may include, but are not limited to, the following:

Environment:

- Classroom, office or outdoor environment
- Contact with hostile or abusive individuals with unpredictable behavior

Physical Abilities:

- Hear and speak to communicate effectively in person and on the telephone
- See to read, prepare documents and reports, and view a computer monitor
- Dexterity of hands and fingers to demonstrate activities, prepare materials, and operate a computer keyboard
- Sit or stand for extended periods of time
- Bend at the waist to assist students
- Reach overhead, above the shoulders and horizontally to retrieve and store files
- Lift objects up to 25 pounds