**4.1 VICE-PRINCIPAL**

RTE 2009 envisages one full time vice principal/head teacher for proper supervision, monitoring and accountability. However, in Kendriya Vidyalyas two V.P. are used to be appointed. Because of its utility, it deserves the implementation in schools where recommended.

* If appointment of Vice principal is not feasible, it is suggested that one/two teachers be promoted as head-teachers.
* He/they may be given responsibility for proper monitoring, supervision and accountability.
* One V.P/head-teacher for Academic affairs, and
* One V.P./head-teacher for Non-academic affairs.
* V.P is the Administrator who helps the Principal in the overall running of the school
* V.P. works beside Principal to manage the administrative and educational aspect of the school.
* V.P. is the assistant of principal and unlike the principal, V.P. does not have the decision making authority that the principal carries.
* They interact with teachers, students and members of PTA.
* V.P. is responsible for the discipline, classroom observation, teacher evaluation and supervision, facilitating parents meetings, and handling logistical matters.
* V.P. plays a vital role in ensuring the academic success of students by helping to develop new curricula, evaluating teachers and dealing with school and parents’ relations—responsibilities presently assumed solely by the principal in most of our schools.
* V.P. directly works under the principal and helps, co-ordinate and plan the academic activities of the school.
* V.P. manages the teachers, counselor/s (if any), staff and students on a daily basis.
* Along with the principal he reviews and approve/recommend modifications to new and existing programs and submits his proposals to the school management.
* Prepares and oversees the maintenance of attendance records, personal reports, planning and other activities and students’ learning and behavioral problems.
* He provides counseling and guidance to students regarding academic, behavioral or vocational issues along with enforcing attendance and disciplinary rules.
* V.P. handles complaints, resolve conflicts or grievances and settle disputes.
* V.P. requires extensive knowledge, skill and experience to deal with the responsibilities of students and staff on a daily basis.
* Deals with disciplinary issues and motivate students to turn away from negative behaviors and encourage positive actions in students.
* Vice principal is heavily involved with administrative tasks and is responsible for carrying out the principal’s decisions.
* Vice-principal/s tends to work, physically/mentally throughout the summer by planning and preparing for the school academic year. He assists the principal by providing support wherever needed.
* Vice-principal is usually responsible for setting the school timetable each year to help determine the class size and arrange teachers’ schedule, deciding which class will be assigned to them. He is also responsible for looking out the general administrative discipline and carry out other duties assigned.

**Requisites of V.P:**

* Effective communication skills.
* Problem solving skills.
* Strong interpersonal skills.
* Critical thinking skills.
* Good judgment.
* Administrative and organizational skills.
* An ability to uphold rules and regulations while tolerating ambiguity.

**Comfort level: V.P is required to be comfortable in**

* Classroom.
* Offices.
* Outside and field trips.
* Parent-teacher faculty meetings.
* Official functions.

**Job duties**

* Enforcing attendance rules.
* Meeting with parents to discuss student behavioral or learning problems.
* Responding to disciplinary issues.
* Coordinating use of school facilities for a day-to-day activities and special events.
* Working with teachers to develop curriculum standards.
* Observing teachers and evaluating learning materials to determine areas where improvement is needed.
* Ordering the purchase of materials.
* Maintaining systems for attendance, performance, planning and other reports.
* Supervising grounds and facility maintenance.
* Checking in on teachers and classrooms.
* Responding to e-mails from teachers, parents and others quarters.
* Spending time with children and making a difference in their lives.

**Collective responsibilities of vice principals Scheduling**

* Usually responsible for setting the school timetable each year to help determine the Class size.
* Set exam schedule.
* They arrange teachers’ schedule, deciding which class will be assigned to them, but of course in consultation with principal.
* Assign invigilation duty.

**Meetings and committees**

* He helps set the agenda for staff monthly meeting in consultation with principal.
* Forms committees for teachers.
* Regular meeting with counselor.
* Helps in personality development program/other programs.
* Helps teachers in proper performance of their duties and helps them in their problem areas.
* Resolves conflicts that may arise between teachers, teacher-parents.
* Regularly observes, evaluates and endorses teachers’ performance.
* Identification of outstanding teacher/s for a possible promotion or reward.
* Arrangement of substitution periods in case of teacher/s absence.

**Interaction with students and parents**

* A significant time of V.P., each day is devoted to students’ discipline.
* He speaks to the students who are sent to the office for inappropriate behavior and determine the consequences.
* Patrolling is required, inside the school compound in order to maintain discipline there and in the class-rooms as well.
* Organizes trips for the teachers and the students.

**Record keeping**

* V.P keeps-up with documents on students’ discipline and progress.
* Assists students for applying scholarships and award available with the department of education/minority commission and other private or govt. agencies.
* Arranges the forms for different competitions and helps the students apply in time.
* Signing the report-card on behalf of the principal.

**Academic work activities of a V.P.**

* Assisting yearly evaluation, guide staff and students, thus encouraging a positive climate in the school.
* Evaluation of required no. of teaching staff
* Timetable in consultation with principal, before the start of new academic session.
* Helps in making of new academic calendar.
* Assists in the process of “grooming of teachers”.
* Teaching classes, developing rapport with the students and filling in for the principal when required.
* Monitoring of teaching-learning process and arrangement of monthly meeting with the teachers and assessment of academic progress and the complying of a report for the same to be presented in the next managing committee meeting. To chalk out a plan for the next meeting.
* Students’ counseling; a closer look in tandem with parents, teacher/s, counselor, principal and manager.
* Arrangement for Inspection of school.
* Assessment of teaching activity of contract teachers for consideration in their reappointment.
* Comparative study of the compiled results (of 3 years) before and after exams.
* Arrangements for moral education.
* Promotion of motivational activities.
* Search for talented students in academics, sports and co-curricular activities.
* Working closely with the principal on a daily basis to ensure the smooth (overall) operation of the school.
* To promote the initiative of teachers for self improvement and encourage them to undertake new experiments.
* Inspection of written work and home assignment to ensure that assessment and corrections are carried out timely and effectively.
* Preparation of quarterly report to be discussed in Academic Excellence Committee and then presented in managing committee in order to find the areas which need the special attention for improvement.
* Any other matter that requires consideration.

**Non-academic work/activities of a V.P**

* Monitoring of sports and co-curricular activity through PET/principal.
* Supporting the committee of staff and parents (PTA) that functions to improve the learning and social environment of the school for the students.
* Maintenance of building and all other properties.
* Furniture maintenance and requirements.
* Maintenance of health, hygiene and discipline.
* Supervising, maintaining and refurbishing of science labs.
* Updating and refurbishing the library.
* Initiation and monitoring for the activities needed to stay in lime-light.
* Needs to play an active role in maintaining the harmonious relations amongst all the stake holders of the school, especially parents and teachers.
* Resolving conflicts between teachers, students and parents or conflicts between various individuals.
* In tandem with principal, V.P. is required to make it sure that all purchases and all other expenditures, required for school are in accordance with the established rules and regulations and also ensure that such expenditures are properly maintained in stock registers/ERP.
* Directing assemblies and other special gatherings of students for events throughout the year.

***Vice principals, play and fulfill a vital role in schools. They assist the principal by providing support whenever needed. Their responsibility is to do organizational and sometimes more managerial tasks to perform, while principal handles the visionary leadership tasks.***