

Job Summary:

The job of Principal-Charter High School is done for the purpose/s of providing educational and administrative leadership to the certificated staff, classified staff, and to students at La Sierra High School. The Principal will plan, direct and supervise the implementation of the instructional program for each student and will interpret, explain and implement Tulare County Office of Education (TCOE) policies and procedures relative to school operations and instruction.

Essential Job Functions:

- ▶ Arranges staff development for the purpose of providing professional growth in the areas of literacy, content delivery, vocational education and innovative instructional practices.
- ▶ Assist higher level administrative and supervisory personnel for the purpose of correcting staff deficiencies and implementing disciplinary procedures.
- ▶ Attends Medi-Cal Administrative Activities (MAA) related meetings, trainings and conferences for the purpose of updating staff on the program and maximizing MAA reimbursable costs.
- ▶ Conducts general staff meetings for the purpose of maintaining effective communication regarding essential school issues.
- ▶ Cooperates with other agencies and various schools for the purpose of communication and articulation regarding student information.
- ▶ Coordinates Special Education and 504 Plan meetings with students for the purpose of facilitating appropriate special education services to identified students.
- ▶ Counsels students on disciplinary issues for the purpose of facilitating a safe academic environment conducive to learning.
- ▶ Counsels students who are identified as potential dropouts for the purpose of encouraging their continuation in school and educational success.
- ▶ Ensures compliance with MAA program requirements for the purpose of referring the maximum number of students to appropriate Medi-Cal services.
- ▶ Establishes educational plans for the purpose of meeting academic needs of individual students and determining the placement of and monitoring delivery systems for special needs students.
- ▶ Evaluates teachers, instructional aides and clerical staff for the purpose of documenting the performance of their duties as outlined in their job description and TCOE policies and procedures.
- ▶ Initiates/holds student-parent-teacher conferences for the purpose of discussing pertinent student issues.
- ▶ Makes home visitations when appropriate for the purpose of gaining parental support and involvement in student's educational goals.
- ▶ Makes recommendations to higher level administrative and supervisory personnel for the purpose of appointing and terminating staff.
- ▶ Manages school site for the purpose of providing a quality educational environment to all students.
- ▶ Participates in the administration of budgets for the purpose of monitoring and approving expenditures relating to La Sierra and forecasting funds needed for staffing, equipment, materials and supplies.
- ▶ Plans instructional programs for the purpose of aligning state standards with program goals, student needs, and the needs of the special student population.
- ▶ Prepares data for the purpose of presenting a variety of reports, records, and statistical data regarding assessments, attendance, transcripts and other instructional needs and services.
- ▶ Researches innovative instructional strategies, programs and policies for the purpose of analyzing, recommending, and implementing changes in school policies, procedures and services.
- ▶ Supervises teachers, instructional aides, and clerical staff for the purpose of monitoring the performance of their assigned duties in the instructional program.
- ▶ Supervises instructional programs for the purpose of meeting federal, state and local laws, codes and regulations pertaining to charter school instructional programs.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - coordinate an educational program with other agencies;
 - collect, interpret and evaluate narrative and statistical data pertaining to program assessment, fiscal and management matters;
 - communicate effectively in public meetings to present findings, recommendations and policies;
 - gain cooperation through discussion and persuasion;
 - establish and maintain effective working relationships with those contacted in the course of work.
- ▶ **Knowledge of:**
 - grades 9-12 school curriculum;
 - successful instructional and discipline practices for at-risk youth;
 - current educational approaches to literacy;
 - modern principles and practices of school administration;
 - organizational and management practices as applied to the analyses and evaluation of programs, policies, and operational needs;
 - principles and practices of school financial management;
 - principles of personnel administration, supervision and training.
- ▶ **Ability to:**
 - develop, plan, implement and administer program goals and objectives;
 - develop, design and participate in the staff development process;
 - analyze problems, identify alternatives, project consequences of proposed actions, and implement recommendations;
 - prepare and analyze reports, statements and correspondence;
 - understand, interpret and apply applicable laws, rules and regulations;
 - prepare and administer a budget;
 - supervise, train and evaluate personnel;
 - communicate clearly and concisely both orally and in writing.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; managing multiple departments; and monitoring the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

- ▶ **Experience Required:**
 - Job related experience within specialized field with increasing levels of responsibility is required.
- ▶ **Education Required:**
 - Bachelors Degree required.
 - Masters Degree preferred.

- ▶ **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Valid California Supervisory or Administrative Credential.
 - Department of Justice and FBI Fingerprint Response.
 - Valid California Driver's License and proof of automobile insurance.

Revised March 2002

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.