

**Job Summary:**

The job of SEE Administrator/Principal-La Sierra is done for the purpose/s of developing, coordinating, and administering the activities of a program with multiple, varied, and complex areas; to coordinate the activities of a variety of contracts; and to administer a charter school grades 7-12.

**Essential Functions:**

- ▶ Collaborates with other educational, private and public agencies for the purpose of developing appropriate and effective service.
- ▶ Conducts staff and parent meetings for the purpose of maintaining communication regarding essential school issues.
- ▶ Coordinates/facilitates a variety of programs i.e., Independent Study, food service, Medical Administrative Activities, counseling, health, print shop, Workforce Investment Development, Ticket to Work, etc. for the purpose of providing a service to students.
- ▶ Develops positive relationships with students, parents, and staff for the purpose of meeting expected charter school goals and outcomes.
- ▶ Develops/administers program budgets for the purpose of providing sound programs and services.
- ▶ Ensures compliance with county, state, federal, and charter school laws for the purpose of adhering to all mandates for grant educational reviews.
- ▶ Facilitates/implements professional development opportunities for the purpose of increasing the achievement of participants.
- ▶ Maintains a positive and safe school climate for the purpose of providing a safe and healthy educational setting for staff and students.
- ▶ Plans high-quality curriculum design and delivery for the purpose of ensuring a Standards-aligned educational program.
- ▶ Prepares/presents reports, presentations, and data for the purpose of ensuring the completion of local and state requirements.
- ▶ Provides leadership for the purpose of administering a grade 7-12 school and a variety of contracts.
- ▶ Serves as the educational leader for the purpose of aligning state Standards with program goals.
- ▶ Supervises/evaluates professional, technical, and clerical staff for the purpose of increasing effectiveness of the work.

**Skills, Knowledge and/or Abilities Required:**

- ▶ **Skills to:**
  - use software and computers;
  - design, implement and evaluate services and programs;
  - develop and monitor budgets;
  - interpret and evaluate data;
  - manage multiple tasks;
  - coordinate services;
  - analyze and problem solve;
  - communicate effectively in public;
  - establish and maintain effective working relationships;
- ▶ **Knowledge of:**
  - current research in curriculum and instruction in an accountability environment;
  - California Education and Administrative Codes;
  - federal and state policies;
  - Tulare COE educational policies and regulations;
  - budget development and administration;
  - CA Standards and assessments;
  - current methods of personnel management and supervision;
  - group dynamics and organizational development theories;
  - successful discipline and instructional practices;
  - organizational and management practices;
- ▶ **Ability to:**
  - plan and develop programs;
  - manage personnel and programs;
  - provide direction to others and make independent judgments;
  - communicate effectively, orally, and in writing;
  - train others;
  - prepare and deliver presentations;
  - establish and maintain effective working relationships.

Responsibilities include: working with immediate supervision; directing other persons within a small work unit; and supervising the use of funds for multiple departments. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crawling, and/or crawling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience Required:**

- ▶ Job-related experience within specialized field is required.

**Education Required:**

- ▶ Bachelor's degree in job-related area.
- ▶ Master's degree preferred.

**Certificates, Licenses, Clearances, Testing and/or Bonding Required:**

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Valid Administrative Credential or Certificate of Eligibility.
- ▶ Valid California Teaching Credential or Pupil Personnel Services Credential.
- ▶ Department of Justice and FBI Fingerprint Response.

**FLSA Status:** Exempt

September 2010

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.