

Job Summary:

The job of Court School Principal is to provide educational and administrative leadership to the certificated staff, classified staff, and to students at the Tulare County Youth Facility and Juvenile Detention Facility; to plan, direct, and supervise the implementation of the instructional program for each student; and to interpret, explain, and implement Tulare County Office of Education 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, numeracy, content delivery, vocational education, and innovative instructional practices.
- ▶ Assists higher level administrative and supervisory personnel for the purpose of correcting staff deficiencies and implementing disciplinary procedures.
- ▶ Cooperates with other agencies such as Probation, CYA, Mental Health and various schools for the purpose of communication and articulation regarding student information.
- ▶ 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 Tulare County Office of Education policies and procedures.
- ▶ Makes recommendations to higher level administrative and supervisory personnel for the purpose of appointing and terminating staff.
- ▶ Participates in the administration of budgets for the purpose of monitoring and approving expenditures relating to the court schools; and forecasting funds needed for staffing, equipment, materials, and supplies.
- ▶ Plans instructional programs at the Youth Facility and Detention Facility for the purpose of aligning state standards with program goals, student needs, and the needs of the special population students.
- ▶ 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 at the Youth Facility and Detention Facility for the purpose of meeting federal, state, and local laws, codes, and regulations pertaining to court school instructional programs.

Skills, Knowledge and Abilities:

- ▶ Skills to:
 - Coordinate an educational program with agencies including Probation, Mental Health and CYA
 - 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:
 - K-12 school curriculum
 - Successful instructional practices for the adjudicated youth
 - Successful discipline practices for the adjudicated 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, 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.

Education Required:

- ▶ Bachelors Degree.
- ▶ Masters Degree preferred.

Experience Required:

- ▶ Job related experience with increasing levels of responsibility is required.

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Administrative Credential required.
- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

May 2000

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.