

JOB DESCRIPTION

Job Title: Principal, University Preparatory High School (9929)

Job Summary:

The job of Charter School Principal is to provide educational and administrative leadership to the certificated staff, classified staff, and to students at the University Preparatory High School. The principal 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 Duties:

- Approves the Master Schedule for the purpose of having a well-planned class schedule;
- Communicate with students, parents, and staff for the purpose of keeping students, parents and staff informed;
- Conducts staff and parent meetings to maintain effective communication regarding essential school issues;
- Coordinates/facilitates auxiliary services, i.e., counseling, health, food services, Cal Safe, independent study, MAA billing, and print shop for the purpose of providing assistance to students;
- Ensures that special education services are delivered to students for the purpose of facilitating appropriate services;
- Develops positive relationships with parents and staff for the purpose of meeting expected charter school goals and outcomes;
- Develops/administers the school's budgets for the purpose of providing a sound and coherent educational program;
- Develops/implements staff development opportunities for the purpose of professional growth in literacy, math, content, delivery, career technical education, and innovative instructional practices;
- Ensures compliance with all federal, state, county and school charter laws for the purpose of adhering to all mandates;
- Establishes the school educational plan to meet academic needs of the students;
- Implements TCOE policies and procedures for the purpose of adherence to all procedures and policies;
- Maintains a positive and safe school climate to providing a safe and healthy educational setting for staff and students;
- Plans/ensures high-quality curriculum design and delivery for the purpose of meeting state standards, program goals and student needs;
- Prepares/presents data for the purpose of keeping a variety of reports, records, and statistical data regarding assessments, attendance, etc;
- Serves as administrative and instructional leader for the purpose of aligning state standards with program goals;
- Supervises/evaluates staff for the purpose of improving instructional services;
- Assist with development of required state plans including LCAP and SPSA;
- Develop and run School Site Council meetings according to state and federal guidelines;
- Perform other related duties as assigned;

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; 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: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 20% walking, and 70% standing. This job is performed in a generally clean and healthy environment.

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:

- 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:

- Bachelor's Degree required;
- Master's Degree preferred;
- Administrative Services Credential required;

Experience Required:

- Five years of successful teaching/school counselor experience required;
- Experience working in a high school is preferred;

Other Requirements:

- Valid California Driver's License and proof of automobile insurance;
- Department of Justice Fingerprint Response upon hire;

FLSA Status: Exempt

August 2023

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.