

JOB DESCRIPTION

Job Title: Principal, Court/Community School (2320)

Job Summary:

The job of Court/Community 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 Duties:

- 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 in correcting staff deficiencies and implementing disciplinary procedures;
- Cooperate with other agencies such as Probation, CYA, Mental Health and various schools to communicate and articulate student information and services;
- Establish educational plans to meet academic needs of individual students; determine the placement of and monitor delivery services for special needs students;
- Supervise and evaluate teachers, instructional aides, and clerical staff for the purpose of monitoring and documenting the performance of their duties as outlined in their job description and Tulare County Office of Education policies and procedures;
- Make recommendations to higher level administrative and supervisory personnel to ensure adequate staff and staffing levels;
- Participate in the administration of budgets to monitor and approve expenditures relating to the court/community schools; and forecasting funds needed for staffing, equipment, materials, and supplies;
- Plan instructional programs at the Youth Facility and Detention Facility to align state standards with program goals and individual student needs;
- Prepare data for the purpose of presenting a variety of reports, records, and statistical data regarding assessments, attendance, transcripts, and other instructional needs and services;
- Research innovative instructional strategies, programs and policies to analyze, recommend, and implement changes in school policies, procedures, and services;
- Supervises instructional programs at the Youth Facility and Detention Facility to ensure the programs adhere to federal, state, and local laws, codes, and regulations pertaining to court/community school instructional programs;
- 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;

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:

- 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 court/community 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.