

Job Summary:

The job of Charter School Principal (7-12) is done for the purpose/s of providing educational and administrative leadership to the certificated staff, classified staff, and to students at La Sierra Charter 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 Functions:

- ▶ Approves the Master Schedule for the purpose of having a well-planned class schedule.
- ▶ Communicates with students, parents and staff for the purpose of keeping students, parents and staff informed.
- ▶ Conducts staff and parent meetings for the purpose of maintaining effective communication regarding essential school issues.
- ▶ Cooperates with other agencies and schools for the purpose of communication and collaboration regarding student 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 for the purpose of meeting 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 for the purpose of 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.

Skills, Knowledge and/or Abilities Required:

- ▶ **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 7-12 school curriculum state Standards;
 - successful instructional and discipline practices;
 - 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 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.

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 California Teaching Credential or Pupil Personnel Services Credential.
- ▶ Valid California Administrative Services Credential.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

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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.