

Principal-

Classification: **Certificated Management**

Position Summary

Under the general direction of the director, the principal coordinates and administers on a daily basis the instructional programs, staff and students of the school. The principal assists in the planning, coordination and implementation of grant-funded programs. The principal provides curriculum and instructional leadership, and has a lead role in the management of the school site.

Minimum Qualifications

- Possess or be working on an appropriate California Administrative Credential;
- Demonstrate competence in communicating effectively with parents and guardians, students, staff, and district and community members;
- Possess at least eight (8) years successful teaching, and/or administrative experience, preferably in a K-5 setting;
- Demonstrate strong organizational skills for management and human relations;
- Possess experience and or training in program and budget planning; staff and curriculum development; staff and program evaluation; staff motivation and consensus building.

Examples of Duties and Responsibilities

- Design various instructional program components in conjunction with teaching staff
- Supervise and evaluate classified and certificated personnel
- Authorize expenditures within previously approved budget and assist with annual budget development
- Oversee the preparation of Local Control Accountability Plans (LCAPs)
- Monitor the inventory and purchasing of supplies and equipment
- Plan the professional development opportunities for every staff member under his/her supervision
- Actively engage in an ongoing program of professional development to maintain and improve management skills and leadership abilities
- Oversee Special Education
- Oversee Food Service and Afterschool program
- Coordinate student recruitment, enrollment and attendance
- Coordinate state and school site testing
- Participate in appropriate regional and statewide professional meetings
- Maintain a safe school environment, overseeing building and grounds and student behavior
- Perform other assigned duties.

Physical Requirements

(Consideration will be given to reasonable accommodation for the following physical requirements.)

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the school sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

Additional Requirements

Individuals who serve as principal provide services, work in the office and may serve multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing and the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted time frames are critical factors for success in this position. Individuals who serve as management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel to conferences.

FTE 0.6-1.0 to be determined. The current plan is for the part-time director to support the new hire principal in the 1-2 year transition process to become the future full-time administrator.

Salary: prorated depending on FTE based on the salary schedule currently \$63,434-\$86,052

Health Benefits-Currently USC provides % FTE benefit based on SISC 90% plan E, Vision plan C and Dental PPO incentive.