

EXCELSIOR CHARTER SCHOOLS

JOB DESCRIPTION

TITLE: PRINCIPAL

BASIC FUNCTION:

Under the direction of the Superintendent, the Principal performs a broad range of supervision and administrative functions in the delivery of the education programs specifically providing leadership in the development, implementation, and evaluation of a comprehensive educational program so that all students are equipped to become successful adults.

ESSENTIAL DUTIES:

- Know and be committed to Excelsior's Vision, Mission, and Values.
- Establish and maintain a safe, orderly and purposeful school environment characterized by collaboration and conducive to learning for all.
- Administer and coordinate school discipline and maintain necessary discipline records
- Develop and maintain a climate of high expectations for all students in which staff believe all students can achieve.
- Effectively and persistently communicate the Vision, Mission and Values of Excelsior to staff, parents and students in order to create a community of shared values and purpose.
- Clearly and consistently communicate instructional goals, priorities, procedures and accountability so that staff accepts responsibility for student success.
- Lead instructional staff in the development and revision of curriculum, instruction, and assessment including; alignment with state standards (focusing on essential standards that can be adequately covered by staff and mastered by students), frequent and varied assessment methods and acquisition of appropriate resources.
- Supervise and evaluate all school-based personnel.
- Use multiple sources of data, including the Dashboard, to monitor and assess student achievement.
- Work with Human Resources to develop and coordinate a staff development and evaluation program that is in alignment with the Vision, Mission and Strategic Objectives of Excelsior.
- Work with all staff to ensure the development of a Personal Life Plan (PLP) for every student.
- Coordinate Excelsior's Success Skills program
- Develop and maintain appropriate school site budget
- Develop the Master Schedule.
- Coordinate testing programs.
- Represent Excelsior at various community meetings and events.
- Establish and maintain relationships with post-secondary partners, internship opportunities, feeder schools and other relevant partnerships for the purpose of creating opportunities for students and growing the program.

- Ensure adherence to federal and state laws, reporting requirements and maintenance of school plans
- Monitor student assignments and teacher caseloads according to school policies
- Oversee the guidance and pupil personnel services of the school.
- Assist with pupil accounting and record keeping.
- Assist in the coordination of the school orientation program for new clients.
- Assist the Superintendent and/or Assistant Superintendents with such other duties as may be assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Laws, rules and regulations related to Charter Schools, including applicable sections of the State Education Code and Board policies or other applicable laws.
- Operation of office machines including a computer and specified software applications.
- Budgeting practices regarding monitoring and control including financial and statistical record keeping.

ABILITY TO:

- Be an active listener and have positive, professional interactions at all levels and in all situations in order to maintain effective relations with students, staff, parents and community members.
- Carry out supervisory matters requiring knowledge of School policies, procedures and related rules and regulations, federal guidelines and related codes and laws.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Exercise independent judgment and analysis to coordinate operations and adopt effective courses of action.
- Maintain records, prepare reports and deliver presentations.
- Operate a variety of office equipment including word processor, computer, printer, scanner, facsimile machine, calculator, copier, etc.
- Work independently and participate as a team member in a collaborative environment.

QUALIFICATIONS:

- Preliminary or clear California Teaching Credential
- Administrative Services Credential or work towards an Administrative Services Credential.
- Masters Degree or work towards a Masters Degree.
- At least three (3) years experience in an administrative or supervisory position preferred.

WORKING CONDITIONS:

- School campus environment as well as office environment
- Irregular or extended work hours.
- Requires moderate lifting, 15-50 pounds.
- Generally the job requires 50% sitting, 35% walking, and 15% standing
- May require travel to various locations.