

Amador County Office of Education

POSITION TITLE: Administrator/Teacher

County Operated Schools and Programs

SALARY PLACEMENT: Middle School Principal

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

- A valid teaching credential in MATH or ENGLISH – and HOUSSED or HQ in two or more subjects
- More than one teaching credential in CORE academic subjects preferred.
- An Administrative Services Credential

PRINCIPAL/ADMINISTRATOR JOB DESCRIPTION

This position provides management, supervision, and direction for every facet of the school's operation.

Summary of Duties and Responsibilities:

Organizational Leadership

- Direct and coordinate educational, administrative, and counseling activities to ensure conformance to state standards and legal requirements
- Physically monitor building and property to ensure safety and security
- Plan, develop and monitor school budget
- Oversee enrollment procedures, conferences and student registration
- Establish and maintain liaison with County Office of Education, Unified School Districts and schools therein and community organizations
- Direct the allocation of supplies, equipment, and instructional materials
- Direct preparation of cumulative records and attendance reports
- Interpret and enforce state and district policies and administrative regulations
- Report to and communicate regularly with Assistant Superintendent of Curriculum and Instruction
- Attend and lead Site Council and parent council meetings
- Serve on and/or develop special committees
- Implement all council policies and administrative rules and regulations
- Ensure timely and effective communication regarding incidents that may impact the school
- Supervise the management of all school records
- Supervise the timely preparation and submission of all school reports, student records and the schools' internal accounts
- Develop and implement clear and effective procedures for emergency situations
- Develop and implement effective school/community relationships
- Hire, supervise and evaluate the teaching, secretarial and custodian staff
- Coordinate the use of student transportation services provided for the school
- Ensure administration and compliance with the school's community handbook

Teacher Quality

- Develop working relationships among school staff and school system resource personnel available to the school
- Develop and plan for appropriate professional development for faculty and administrative staff
- Hire teachers and evaluate assigned staff performance

School Culture and Student Support

- Articulate and model the school's values to students, families, staff and the community
- Conduct activities that will enhance a positive school climate for staff, parents, and students
- Confer with teachers, students, and parents concerning educational and behavioral problems in school
- Oversee appropriate management and monitoring of student body funds, budget and expenditures

Parent Involvement

- Communicate with parents and community regarding relevant school and individual student issues and activities
- Direct the selection of tasks/activities for volunteers
- Coordinate volunteers
- Attend parent council meetings

Instructional Leadership

- Facilitate positive faculty dynamics
- Develop agendas and chair faculty meetings
- Provide teacher support
- Coordinate educational programs through meetings with staff, review and supervision of teachers activities
- Oversee student guidance counseling, records and testing programs
- Direct preparation of class schedules
- Oversee curriculum development and alignment with state standards
- Provide oversight of student assessment
- Monitor academic progress of students throughout the year
- Direct general and special education services and serve as administrative representative at all meetings (SST, IEP, 504, disciplinary, etc.)

TEACHER DUTIES

Knowledge and Abilities:

Knowledge and demonstrated ability in working with students considered unsuccessful in previous school or social settings. Ability to develop and implement innovative and flexible programs for students. Ability to work and communicate effectively with other staff members, community agencies, parents, school districts, probation, social services, and other county agencies.

DUTIES AND RESPONSIBILITIES

- Initiates and implements a set of classroom regulations that facilitate effective growth and development for each student;
- Plans and coordinates work of instructional aide and other paraprofessionals; attends to disciplinary problems within the classroom;
- Selects and requisitions books, supplies, and equipment in compliance with the Alternative Schools Course of Study and as appropriate for individual students;
- Systematically maintains pupil attendance records, grades, and completed assignments;
- Completes other business services as required;
- Evaluates each pupil's progress in skills, knowledge and concepts of subject matter taught;
- Prepares progress reports and makes recommendations when appropriate to transfer to other programs; teaches skills, knowledge concepts, and attitudes in the subject area utilizing approved course of study and other appropriate learning activities;
- Demonstrates techniques necessary to acquire skills and knowledge as appropriate to the subject area taught;
- Interfaces with Probation department, school districts, community agencies, social workers, psychologists and parents/ foster parents;
- Develops instructional plans to organize class activities and provide maximum learning opportunities throughout the time span of the enrollment;
- Provides individualized and small-group instruction in order to adapt the curriculum to the needs and interests of each pupil and to utilize at its optimum level the available time for instruction as appropriate;
- Encourages students to think independently and creatively as is applicable to each subject area;
- Assists students to develop concept of self as related to their immediate environment, to the diverse cultures of the world, and to the world of employment as is applicable to each subject area;
- Establishes and maintains standards of pupil behavior needed to provide an orderly, productive classroom for students, an on-site supervised environment and those standards needed to adapt to society as a whole;
- Maintains professional competence through participation in inservice education activities and/or in self-professional growth activities;
- Complies with student grievance procedure; and performs other duties as assigned.