



DEFINITION

Under direction of the Superintendent, performs administrative and management functions in carrying out the day to day operational and educational mission of the intermediate school consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Establishes overall short and long-range educational goals for school articulated in school plan: monitors, facilitates and ensures implementation of State Standards and courses of study as adopted by the Board of Trustees; monitors, facilitates and develops instructional objectives for annual school standards of expected student progress for certificated staff.

Supervise and evaluate staff performance in accordance with District guidelines for evaluation and assessment, orient new faculty members to the campus, and provide additional assistance to employees as needed: recommends appropriate action in cases of substandard performance; encourages individual teachers in the development of leadership potential; supervises and evaluates the performance of assigned personnel; may plan, assign and direct work of classified employees.

Carries out supervisory responsibilities in accordance with Board Policy, negotiated agreements and applicable laws: maintains an ongoing record of supervision and evaluates activities for each assigned staff member through the use of observations and conferences; provides leadership through in-service training programs for the development of curriculum and improvement of instruction.

Develops and implement plans for effective school discipline, classroom management: implements required assessments; evaluates and uses assessment data to improve educational procedures and practices; oversee campus safety, security and facility use: coordinates disaster preparedness for site; assists in developing and implementing school plans and organizational procedures for the health, safety, discipline and conduct of students.

Develop as a professional; reflect on administrative practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Maintains a positive working relationship with parents and community members
- May plan, assign and direct work of certificated and classified employees
- Addresses complaints and resolves problems
- Work in a collaborative setting within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Curriculum, instruction, and pupil service trends, strategies, and techniques
- Student activity, behavior management, and campus supervision methods, procedures, and techniques
- Program and activity audits and evaluation strategies and procedures

ABILITY TO

- Effectively plan, organize, and coordinate the management functions and activities of an elementary school operation
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Valid California Teaching Credential authorizing service at either the elementary or secondary level
- Valid California Administrative Services Credential
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Minimum of five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting required
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Training/experience in the use of instructional technology in the classroom setting required
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning
- Valid California Driver's License

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary dependent on school site, department area or age group assigned. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

WORK ENVIRONMENT

The employee will work in several environments, including the classroom, office, and, on or near student playground equipment. The employee's primary responsibility is working with staff and students in the office, on the campus and in the classroom. There is frequent contact with staff and public and the need to meet multiple demands from several people. The noise level is moderate.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees