

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS
PRINCIPAL - COURT AND COMMUNITY SCHOOLS**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Court or Community Schools

ESSENTIAL FUNCTIONS:

1. Serve as the education leader; is responsible for the instructional program, participate in staff, student and parent activities, and community leadership.
2. Provide leadership to the staff in determining objectives and identifying program needs as the basis for developing long and short-range plans.
3. Maintain high morale of the assigned staff.
4. Establish an effective administrative organization with clear lines of responsibility and with the necessary delegation of authority.
5. Identify, provide, assign and coordinate inservice growth opportunities for teaching and instructional aide personnel.
6. Supervise and evaluate the performance of all assigned personnel in accordance with the program's policies and adopted uniform guidelines for evaluation and assessment, recommend appropriate action in cases of substandard performances, and identify and encourage individual teachers with leadership potential.
7. Assign all students in such a way as to encourage their optimum growth.
8. Conduct I.E.P. and Court or Community School screening team meetings as mandated by federal and state laws and in coordination with the Principal who has special education or site responsibility.
9. Monitor student progress and alignment with existing guidelines.
10. Plan, coordinate and evaluate the Court and Community School course of study and total program of pupil services.
11. Communicate with schools, related agencies and/or parents relative to their student's education program, progress and school attendance.
12. Plan for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
13. Develop school plans and organizational procedures for the health, safety, discipline and conduct of students as established in program procedures.
14. Plan, supervise and direct the educational operation in accordance with policies and procedures.
15. Plan, coordinate and review the work of resource and instructional personnel assigned to assist teachers in the instructional program.

16. Maintain a coordinated and constructive working relationship with Kern County's public schools, the Kern County Probation Department and other related agencies.
17. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in Community/Court School and alternative education.
2. Willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to work with people effectively.
2. Perform duties and responsibilities with a high degree of professional integrity.
3. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS:

A. Education:

1. Must hold or be eligible for a valid Administrative credential.
2. Must hold a teaching or services credential.
3. Must hold a Master's degree from an accredited university.

B. Experience:

1. Successful experience working with delinquent or at-risk students is required.
2. Successful teaching experience in a classroom setting is preferred.
3. Progressively responsible experience in providing leadership in a school district or setting is desired.