



**PRINCIPAL
CHARTER SCHOOL**

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director, Valley Oaks Charter School

ESSENTIAL FUNCTIONS:

1. Serve as the educational leader by modeling excellent educational practices and theories, assisting with development of the instructional program, and building positive relationships with the students, staff, parents, and other community members.
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. Identify, provide, assign and coordinate in-service growth opportunities for teaching and instructional aide personnel.
5. 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.
6. Monitor student progress and alignment with existing guidelines.
7. Conduct I.E.P. screening team meetings as mandated by federal and state laws in coordination with the Principal who has special education or site responsibility.
8. Communicate effectively with related agencies and/or parents relative to student's education program, progress and school attendance.
9. Plan for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
10. Develop and implement school plans and organizational procedures for health and safety, discipline, and conduct of students as established in the program procedures.
11. Plan, supervise and direct the educational operation in accordance with policies and procedures.
12. Plan, coordinate and review the work of resource and instructional personnel assigned to assist teachers in the instructional program.
13. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of and willingness to stay abreast of current trends, innovations, practices and legal guidelines in Charter School education.
2. 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.
3. 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 effectively with staff (certificated and classified), other professional organizations, and parents.
2. Present self in a professional manner.
3. Perform duties and responsibilities with a high degree of professional integrity.
4. Ability to work with students and defuse possibly explosive situations.
5. Ability to communicate effectively with staff, parents, and students.
6. 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 possess or be eligible for a valid Administration credential.
2. Must possess a valid teaching credential.
3. Must possess a Master's degree from an accredited university.

B. Experience:

1. Successful experience in the Charter School setting is preferred.
2. Successful teaching experience required.
3. Progressive responsible experience with at least one of the following administration duties: curriculum development, student management, collaboration with on-site agencies and other related experiences.

TS: gs

4/19/16

G:\Principal – Charter School.docx