

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PRINCIPAL, SUMMER SCHOOL**
Department: Designated School Site
Reports to: District Superintendent, Assistant Superintendent of Curriculum and Instruction

The management of summer school will be the responsibility of the Summer School Principal, under the direction of the Assistant Superintendent of Curriculum. This position will provide the individual a wide range of practical and in-depth management training experiences. In the absence of qualified candidates in a recognized management-training program within the district, the position will be advertised outside the district.

SELECTION PROCEDURE

1. The Assistant Superintendent of Curriculum and Instruction will notify all administrative-eligible members and all management training program participants of this summer school position through an in-house posting.
2. All interested members must submit a one-page letter stating their interest and qualifications.
3. Letters of applicants will be forwarded to the Assistant Superintendent of Curriculum and Instruction.
4. Specific recommendation will be forwarded to the District Superintendent through the Assistant Superintendent of Curriculum and Instruction for final selection and Board of Trustee approval. All applicants will be advised of the outcome.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * **School Climate and Community Relations:** The Summer School Principal is responsible for the establishment of a positive summer school climate. Specific functions include establishment of student discipline; supervision of buildings and grounds to ensure the safety of students and staff; sensitivity, responsiveness and follow-up to individual student, parent, and staff concerns; recognition of student and staff accomplishments; availability for parent contacts.
- * **Communication:** An effective communication system is essential to the success of the summer school program. The Principal is responsible for developing and maintaining an effective communication system. Specific functions include: preparation and distribution of parent and staff bulletins; faculty meeting agendas; positive communication with students on a group or individual basis; effective consultation with teachers regarding individual or program concerns; articulation of program and concerns addressed by administration.
- * **Management of Resources:** The Principal is responsible for the management of resources including expenditure of funds; selection, direction, motivation, supervision, and evaluation of personnel; and the care and management of equipment and facilities. Specific functions include maintenance of summer school budget; establishment and implementation of emergency procedures; development of the master schedule; monitoring classes for teacher coverage; requesting substitutes; monitoring accurate record-keeping of student attendance and employee absences, employee time cards, purchase orders and invoices, work orders, requisition cards, etc.; monitoring field trips for appropriateness and safety; completion of district records, as required.

- * Curriculum and Program Development: The Principal is responsible for the implementation and maintenance of an effective curriculum which meets student needs. Specific functions include supervision of course offerings assuring compliance with district and state requirements; classroom observation and evaluation of teachers.
- * Pupil Assessment and Achievement: The Principal is responsible for the assessment and achievement of pupil progress, both academic and behavioral. Specific functions include establishment of summer school pupil assignment records and monitoring of pupil attendance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, Teaching Credential, with five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative and Teaching Certificates.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.