



**PRINCIPAL
OXNARD MIDDLE COLLEGE HIGH SCHOOL
DIRECTOR COLLEGE READINESS**

Revised 03/10/21

BRIEF DESCRIPTION OF POSITION:

The Principal – Oxnard Middle College High School and Director College Readiness, under the supervision of the Superintendent develops, implements, and supports instructional, curricular, and programmatic strategies, interventions, and educational options that provide students access to success beyond high school. Oversees the daily operation of the District’s Middle College High School. Develops, implements, and supports partnerships with colleges, universities, post-secondary training programs, employers, and industry partners that create opportunities beyond high school for ALL District students including: English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress as a measure of College Readiness. E
2. Implements the District’s goals and objectives using collaborative processes. E
3. Provides supervision and oversight of the District’s Middle College High School. E
4. Provides professional learning and associated resources in support of College Readiness. E
5. Collaborates with District and site leadership to develop and implement instructional strategies and curriculum that provide students access to UC/CSU A-G course completion. E
6. Collaborates with local colleges and universities to develop and implement programs at school sites that provide students college ready programs and experiences. E
7. Collaborates with employers and industry partners to develop and implement programs at school sites that provide students work based learning experiences. E
8. Provides professional learning, oversight, and support for the use of Data Analytics and Learning Analytics to identify and implement best practices that promote College Readiness. E
9. Provides support and oversight for the District’s college counseling and guidance program. E
10. Develop and implement District programs including, but not limited to: freshman transition, college guidance, and college coursework for high school students. E
11. Provides support and oversight for College Readiness programs for English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. E
12. Conducts research, and provides reports on programs as directed. E
13. Collaborates to support for the ACS-WASC Accreditation/Self Study Process. E
14. Provides oversight and support for community input on the District’s programs and services, in support of the annual update to the Local Control Accountability Plan. E
15. Performs other duties as assigned. E

KNOWLEDGE AND ABILITIES:

- Ability to communicate effectively
- Interpret policy, procedures and data.
- Maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Frequent district-wide and occasional statewide travel.
- Occasional prolonged and irregular hours.
- Infrequent heavy lifting.

REQUIREMENTS:

WORK YEAR: Certificated Management Work Year; 223 days

CREDENTIAL: Current valid Teaching Credential and Current valid Administrative Credential

EDUCATION: Master's degree in education or related field from an accredited college or university (required)

EXPERIENCE: Five years successful experience as a certificated teacher (required);
Successful experience as a school site administrator (preferred);
Extensive experience working with diverse student populations;
Experience providing Professional Learning (preferred);
Experience leading College Readiness Initiatives (preferred);
Experience working in partnership with post-secondary institutions (preferred).

OTHER: Bilingual in Spanish (strongly preferred);
Knowledge of Mixteco, Tagalog, and other world languages (preferred).

SALARY: Certificated Management Salary Schedule

BENEFITS: Medical (employee contribution), 100% dental, vision and life insurance +
Car Allowance + Doctoral Stipend (for a verified earned doctorate)