

JOB DESCRIPTION
San Diego County Office of Education

PRINCIPAL, MONARCH SCHOOL

Purpose Statement

The Principal at Monarch School is responsible for planning, organizing and providing instructional and administrative leadership and guidance to staff and students; serves as liaison with the County Office, community agencies, parents and the public; coordinating activities and addressing issues. The principal exemplifies Monarch's Core Values of Community, Relationships, Strength, Learning and Healing.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Collaborates with a variety of groups and/or individuals (e.g. other administrators, staff, public agencies, community groups, parents, etc.) in implementing and/or maintaining services and programs for optimal student achievement.
- Coordinates educational and school programs with a variety of agencies (e.g. CA Dept of Education, Department of Social Services, community-based organizations and agencies, etc.) meeting the needs of students, certifying student eligibility for graduation, enhancing service delivery and complying with program requirements.
- Develops and implements restorative practices methods and procedures for responding to inappropriate or unsafe student behaviors, ensuring a safe and secure learning environment.
- Engages staff in dialogue about teaching practices, program improvements, professional development opportunities and needs, etc., developing curriculum and instructional programs that provide students with rigorous and exciting learning experiences and comply with mandated requirements.
- Implements policies, procedures and/or processes (e.g. safety, security, crisis teams, emergency response planning, county initiatives, etc.) providing direction and/or complying with County Office protocols, safety, ELL, Special Education and other mandated requirements.
- Manages the organization, staffing and operational activities for school sites assuring the health, safety and welfare of students and staff.
- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of topics (e.g. common core standards, behavioral plans, IEPs, staff development, actions involving outside agencies, parent conferences, etc.) for the purpose of problem solving, developing

recommendations, providing training, exchanging information, gaining feedback, and enhancing leadership and management capabilities.

- Plans and directs business operations at assigned sites (e.g. allocation of funds, management and inventory of instructional materials and equipment, building and grounds maintenance, etc.) providing financial guidance and maintaining efficient school operations.
- Prepares and directs the maintenance of a wide variety of mandated records and reports, (e.g. academic achievement and certification for graduation, bulletins, newsletters, discipline, safety, contracts, insurance, master schedules, ratings, plant facilities, staff disciplinary documents, improvement plans, etc.) documenting activities and issues, implementing and maintaining programs and services, providing written reference, and/or conveying information.
- Represents the school within community forums and other groups for the purpose of soliciting support for identified groups, maintaining ongoing community engagement for educational goals and providing equitable learning opportunities for all students.
- Responds to inquiries, and complaints from internal and external parties (e.g. parents, students, teachers, general public, etc.) for the purpose of facilitating communication, identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Supervises certificated and classified staff at assigned location(s) (e.g. interviewing, assigning, evaluating, supervising, coaching, handling misconduct issues, providing staff development, opportunities, etc.) maintaining adequate staffing, enhancing productivity of personnel and meeting school objectives.
- Supports the Executive Director regarding administrative job functions for the purpose of providing technical information and assistance, assisting in the formulation and implementation of policies, procedures, programs and practices.

Other Functions:

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE:

To review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions;

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, PBIS, regulations and/or laws; conflict resolution, restorative practices, trauma informed practices; bookkeeping principles, and concepts of management and supervision;

Operational services of an alternative educational program;

Effective teaching and instructional methods;

Practices of personnel administration;

School safety and security practices;

Stages of child development.

ABILITY TO:

Utilize research-based best practices and tools for teaching students experiencing trauma;
Commit to building meaningful relationships with students, families, and partners;
Serve as a role model to students by setting the highest standards of professional and personal conduct, honesty, integrity, and ethical behavior and ensuring that “Students Come First” at all times;
Lead with a lens of equity
Manage a significant number of activities, meetings, and/or events;
Gather, collate, and/or classify data;
Work with others in a wide variety of circumstances;
Operate equipment using standardized methods;
Work with a significant diversity of individuals and/or groups;
Work with a variety of data;
Utilize job-related equipment;
Independent problem solving is required to analyze issues and create action plans;
Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Working Environment

ENVIRONMENT:

Office and school/classroom environment.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires extended periods of time sitting, walking, and standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience

Education: Masters degree in education, education administration, or job-related area from an accredited college or university, including course work in instructional leadership and/or organizational change, and;

Experience: Three (3) years of increasingly responsible educational administrative services experience in a school setting, with responsibility for coaching and evaluating teaching staff is required; or

Equivalency: Any combination of education and experience equivalent to a master’s degree in education, education administration, or job-related area from an accredited college or university, including course work in instructional leadership and/or organizational change, and three (3) years of increasingly responsible educational administrative

services experience in a school setting, with responsibility for coaching and evaluating teaching staff.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Administrative Services (K-12) Credential

Valid California Teaching Credential

Valid California Driver's License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

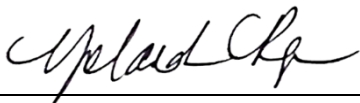
Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management Grade 048

Approval Date: August 2021

Approved by: 

Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A