CALIFORNIA MILITARY INSTITUTE

Board Approved: May 19, 2021
Stipend: $550/day

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **SUMMER PROGRAMS PRINCIPAL**

JOB PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the Summer Programs Principal consists of oversight of the Extended School Year for students in mild/moderate and moderate/severe special education classes, intensive intervention classes, credit recovery/grade replacement classes, and coordinated oversight of the summer enrichment courses.

JOB FUNCTIONS:

- Serves as an instructional leader to design and implement Summer programs, including Summer School and Extended School Year (ESY).
- Collaborates with the Educational Services Division and site administration to coordinate the planning, development, and implementation of the Master Class Schedule.
- Oversees the budget for Summer Programs, including General Education and Special Education budget allocations in coordination with Educational Services and Business Services, as appropriate.
- Supports teachers and other staff in monitoring student behavior and promoting Positive Behavior Intervention and Supports.
- Oversees the maintenance of classroom equipment, work area, students files/records (e.g. adapting instructional materials, cleaning work area, taking attendance, checking homework, grading papers, audio-visual equipment, etc.) for the purpose of ensuring availability of items and/or providing reliable information.
- Monitors individual and/or groups of staff for the purpose of providing a safe and positive learning environment.

JOB FUNCTIONS (continued):

- Supervises record keeping and clerical functions (e.g. copying, correcting papers, recording grades, phone calls, etc.) for the purpose of ensuring accuracy of required records/materials.
- Promotes and models good habits for the purpose of improving the quality of student outcomes and encouraging student development.
- Responds in a timely fashion to all inquiries for the purpose of providing information and/or direction.
- Collaborates and communicates with other summer program administrators and staff.
- Assists other support personnel as may be required for the purpose of guiding them in the completion of their work activities.
- Supervises the campus before, during, and after the school day.
- May coordinate and supervise campus supervision personnel.
- Assist in interpreting Summer programs to parents and interested community members.
- Collaborates with other district leadership staff to oversee the summer program.
- Implements and maintains district practices for student privacy and safety.
- Performs other related duties as assigned.

KNOWLEDGE OF:

- Principles, techniques, strategies, goals, and objectives of public education.
- Procedures, methods, and strategies of organization, management, and supervision.
- Modern innovative and creative curriculum and instructional trends regarding the middle and high school age child.
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.

KNOWLEDGE OF(continued):

- Human relation strategies, conflict resolution strategies, and team building principles and techniques.

ABILITY TO:

- Demonstrate effective instructional, organizational, and administrative leadership.
- Follow safety procedures and written and verbal instructions.
- Work cooperatively with staff, students & public.
- Make independent decisions; work autonomously.
- Demonstrate good judgment and good problem-solving skills.
- Organize tasks, set priorities and meet deadlines.
- Manage multiple tasks.
- Direct, supervise and instruct others.
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions.
- Communicate effectively in oral and written form.
- Plan, develop and maintain effective organizational and community relationships.
- Build and maintain positive working relationships with students, staff, parents and the community.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to sit (for sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk
- Able to climb slopes, stairs, steps, ramps and ladders

PHYSICAL ABILITIES (continued):

- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Master's Degree from an accredited institution of higher learning is preferred

Experience Required:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Two (2) or more years of site leadership experience, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated understanding in personnel supervision, budget development, facilities management, and community relations

Credential and Licenses:

- Eligible to apply for or holds a valid California Administrative Services and appropriate teaching/certificated credential(s)
- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License or ability to obtain one
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position (Short Term - Summer Only)