

JOB DESCRIPTION
San Diego County Office of Education

PRINCIPAL, LINDA VISTA INNOVATION CENTER

Purpose Statement

The job of Principal, Linda Vista Innovation Center (LVIC) is done for the purpose/s of planning, organizing and providing instructional and administrative leadership and guidance to staff and students in one or more assigned schools, camps, or juvenile hall facilities; directs implementation of innovative practices and instructional programs; serves as liaison with districts, the County Office, community agencies, parents and the public; and coordinating activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

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, as well as being accountable for one's actions and their 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, County probation staff, parents, etc.) for the purpose of 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, local school districts comprising SELPA, community-based organizations, and agencies, etc.) meeting the needs of students, enhancing service delivery and complying with program requirements.
- Develops and implements methods and procedures for dealing with inappropriate or unsafe student behaviors in a variety of educational environments (e.g., consequences, rewards, awards, etc.) ensuring a safe and secure learning environment.
- Engages staff in dialogue about teaching practices, program improvements, professional development opportunities and needs; 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, US and California Departments of Education, safety, ELL, Special

Education, and other mandated requirements.

- Intervenes in occurrences of inappropriate behavior of students ensuring the health, safety and welfare of students and staff, assisting students in modifying such behavior and developing successful interpersonal skills.
- Manages the organization, staffing and operational activities for the LVIC site for the purpose of 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 issues (e.g. common core standards, behavioral plans, IEPs, staff development, actions involving outside agencies, parent and community experiences, etc.) for the purpose of identifying issues, developing recommendations, providing training, exchanging information, gaining feedback, and enhancing leadership and management capabilities.
- Plans and directs business operations at assigned site (e.g., allocation of funds, management and inventory of instructional materials and equipment, building and grounds maintenance, etc.) providing financial guidance and maintaining efficient building 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 LVIC within community forums and other groups for the purpose of soliciting support for identified supports groups, maintaining ongoing community support 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 and officials from other school districts and agencies, general public, etc.) 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 Assistant Superintendent regarding administrative job functions for the purpose of providing technical information and assistance, assisting in the formulation and implementation of policies, procedures, programs, practices, and grant(s) implementation.

Other Functions

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

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Current trends in innovative educational research and effective, research-based instructional practices;

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

Analyze situations to define issues and draw conclusions;

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:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Schedule a number of activities, meetings, and/or events;

Gather, collate, and/or classify data;

Utilize job-related equipment;

Flexibility is required to independently work with others in a wide variety of circumstances;

Work with a significant diversity of individuals and/or groups;

Work with a variety of data;

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:

Duties are typically performed in a classroom, detention facility, and office environment.

May be designated in an alternate work setting using computer-based equipment to perform duties.

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 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: Master’s degree in education, education administration, or job-related area; 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 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 Administrative Services Credential
Valid Teaching Credential

Valid California Driver’s License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade Certificated Management, Grade 048

Approval Date: 11/2023

Approved by: 
Dr. Yolanda Rogers, assistant superintendent
Human Resources Services

Revised: N/A