

# Oak Grove School District

**JOB TITLE:** Elementary Principal, Dual Language School (Spanish)

**SALARY RANGE:** C (5)

## **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, organize, administer, and direct general operations and educational programs of a dual language school. Employees in this job class receive overall direction from a Superintendent within a broad framework of policies and objectives. Employees in this job class direct, coordinate, supervise, and evaluate the work of others. This job class exercises responsibility for the planning, implementation, evaluation, and improvement of the school's instructional programs and activities and for the management of school operations and facilities. This job class functions as a member of the District Management Team and participates in the formulation and implementation of district policies.

## **TYPICAL DUTIES**

- Provide professional leadership and guidance for the planning, implementation, evaluation, and improvement of the school's instructional programs and activities
- Implement and monitor two-way bilingual immersion design elements
- Exercise general authority over school operation and responsibility for the enforcement of all regulations governing the conduct of public schools
- Supervise the maintenance of personnel records, pupil accounting records, business records, and other records as required by law or District policy
- Provide for the development and operation of a program for in-service education and training for employees of the school
- Recommend improvement of school facilities as needed to ensure student safety and enhance the educational program
- Direct the preparation and administration of the school budget, including fiscal management of on-site categorical programs
- Serve as an information source to parents and the community regarding school programs and activities
- Screen job applicants and recommend the employment of school personnel consistent with District regulations and affirmative action goals
- Assign, supervise, and evaluate the work of school site employees; provide evaluative data upon request for employees directly supervised by others
- Prepare a variety of reports as requested by the Superintendent
- Assure compliance with applicable federal, state, and District regulations by school personnel
- Interpret Board Policies and Administration Regulations to students, school staff and community members
- Promote appropriate communication within the school and with other District personnel
- Perform related duties as required

## **MINIMUM QUALIFICATIONS**

- Biliterate in Spanish
- Possession of a valid California Administrative Credential or Certificate of Eligibility for Preliminary Administrative Credential
- BLCLAD in Spanish

- Prior principal or administrative experience
- Demonstrated knowledge of language acquisition, curriculum, and instructional strategies in a two-way bilingual immersion program
- Knowledge of program development, and evaluation methods, techniques, and practices
- Experience with English and Spanish language development
- Knowledge of federal, state, and District laws, regulations, and policies related to school programs and operations
- Knowledge of budget planning and administration
- Knowledge of proper management and supervisory techniques and methods
- Skill to direct, coordinate, supervise, and evaluate the work of others
- Knowledge of personnel evaluation methods, techniques, and practices
- Skill to motivate others in the common accomplishment of stated goals and objectives
- Skill to interpret, apply, and enforce federal, state, and District laws, regulations and guidelines
- Skill to maintain, analyze, and interpret data and to prepare necessary reports
- Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives
- Skill to identify problem areas or situations, secure relevant information by relating data from different sources, and make appropriate decisions based on logical assumptions and sound reasoning
- Skill to communicate effectively in both written and oral forms in both Spanish and English
- Skill to establish and maintain effective work relationships with those contracted in the performance of required duties

### **WORKING CONDITIONS**

- Office environment and outside weather conditions, as applicable
- Driving a vehicle to conduct work at office and other school or meeting sites

### **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment; prepare reports
- Standing and walking for extended periods of time
- Bending at the waist, kneeling or crouching
- Hearing and speaking to exchange information in person or on the telephone or electronically and present to groups
- Seeing to monitor students
- Observing classroom instructional practices with the use of curriculum materials
- Lifting, carrying, pushing and pulling educational or other equipment
- Reach in all directions; moderately heavy lifting up to 40 lbs.

We are dedicated to fostering a diverse, inclusive, and equitable workplace where all individuals are respected, valued, and empowered to contribute their unique perspectives and talents. Our organization is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

Our organization is a Drug and Tobacco-Free Workplace.

Our organization requires a successful candidate to undergo fingerprinting clearance, provide proof of TB clearance, provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act. All new employees will be required to complete mandated training and certifications required by state law and District regulations related to employment in a school setting. Inquiries regarding compliance procedures may be directed to our Human Resources Department.