

Hamilton Unified School District

620 Canal Street
P.O. Box 488
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261
(530) 826-0440 (Fax)
www.husdschools.org

March 23, 2016

Mrs. Barbara Bass
P.O. Box 352
Hamilton City, CA 95951

Dear Mrs. Bass,

Hamilton Unified School District is in receipt of your CPRA request on March 15, 2016 for information regarding the job description for Elementary Assistant Principal, Heather Sufuentes.

Please see the attached enclosure as response to your request: job description for Heather Sufuentes, Assistant Principal at Hamilton Elementary School.

I hope this letter and enclosure answers your CPRA request for information.

Sincerely,



Charles Tracy
District Superintendent

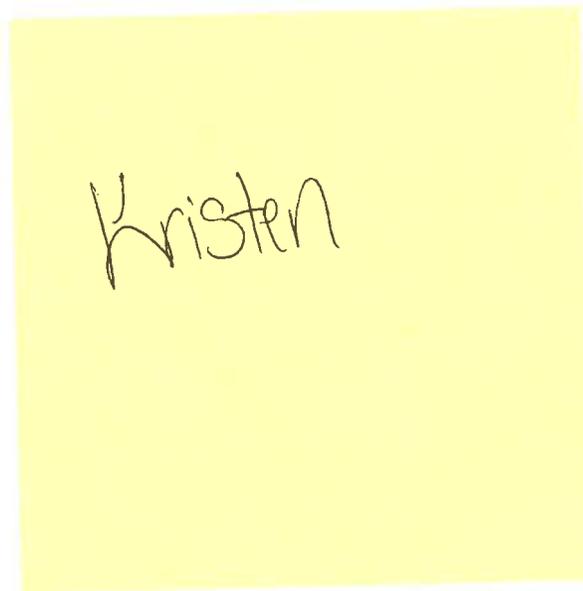


The Hamilton Unified School District will provide a safe, rigorous, and engaging educational experience that promotes student academic success, respect, and citizenship in a caring environment.

Charles Tracy

From: Barbara Bass <ourschool95951@yahoo.com>
Sent: Wednesday, March 16, 2016 8:39 AM
To: Charles Tracy; Wendall Lower; Rosalinda Sanchez; Judy Twede; Gabriel Leal; Tomas Loera
Subject: CPRA request
Attachments: OS 3-15-16 sufuentes job description.docx

California Public Records Act request attached. Thank You BR Bass



March 15, 2016

Hamilton Unified School District

P.O. Box 488/620 Canal Street

Hamilton City, CA 95951

Attention: Superintendent Tracy,

Thank you for furnishing the contract of Vice Principal Sufuentes.

I request the job description of Vice Principal Sufuentes using the California Public Records Act. As provided by the open records law, I expect your response within ten (10) business days. If you choose to deny this request, provide a written explanation for the denial including a reference to specific statutory exemption(s).

Thank You,

Barbara R. Bass, Secretary OUR SCHOOL

PO Box 352

Hamilton City, CA 95951-0352

HAMILTON UNIFIED SCHOOL DISTRICT

Job Description

JOB TITLE: ASSISTANT PRINCIPAL (Bi-Lingual Preferred)

SALARY RANGE:	\$71,475 - \$83,615	DIVISION:	Administration
DEPARTMENT:	District and Site Administration	LOCATION:	Various District Sites
REPORTS TO:	Superintendent	WORK YEAR:	195
APPROVED BY:	Governing Board	DATE:	July 1, 2014

SUMMARY: Under general direction, to assist in the administration of one or more school facilities; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, and instructional delivery programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs and personnel performance; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS: This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies. Directly related administrative experience is necessary to assure success in school leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization, and administration of educational programs and services of the school.

The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical, and clerical employees. Frequently meets with teachers, school psychologists, and other educational personnel to influence, motivate, and monitor the result objectives of the school operation.

This is a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (May include, but is not limited to the following.)

1. Assists in the planning, development, organization, coordination, and supervision of instructional programs and activities, which includes curriculum development, program and activity development, and design and delivery processes, and in the development of implementation strategies.
2. Performs need assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
3. Advises, counsels, and assists instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions.
4. Reviews, inspects, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure an effective and efficient operational mode.
5. Registers and places students in classes in accordance with individual student instructional needs.
6. Performs a variety of guidance related activities, including educational and social counseling, and the conduct of standard and criterion referenced placement aptitude tests.
7. Assists in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems.
8. Assists in the planning, organization, and conduct of student government activity programs.

9. Serves as a liaison to safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
10. Assists in the site budget planning and expenditure control process.
11. Reviews, audits, and evaluates specified instructional and non-instructional personnel performance and provides technical performance evaluation input pertaining to other staff members.
12. Assists in the planning, development, and organization of District and site advisory committees and groups.
13. Assists in development and implementation of staff motivational strategies.

QUALIFICATIONS:

Knowledge of:

1. Principles, methods, strategies, goals, and objectives of public education.
2. Philosophical, educational, fiscal, and legal aspects of public education.
3. Procedures, methods, techniques, and strategies pertaining to the administration of an elementary level school operation.
4. Curriculum, instruction, and pupil service trends, strategies, and techniques.
5. Student activity, behavior management, and campus supervision and control methods, procedures, and techniques.
6. Program and activity audit and evaluation strategies and procedures.
7. Methods, procedures, and strategies of the supervision of instructional processes and curriculum development activities and programs.

Ability to:

1. Effectively plan, organize, and coordinate the management functions and activities of a school operation.
2. Demonstrate a positive instructional leadership model.
3. Effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions.
4. Communicate effectively in oral and written form.
5. Understand and carry out oral and written directions with minimal accountability controls.
6. Establish and maintain effective organizational, public, and community relationships.

EXPERIENCE AND/OR EDUCATION: Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

1. **Experience:** Four years of successful school teaching experience, the completion of an administrative internship program is desired. Applications may be accepted from those who are currently enrolled or who are enrolled by the first day of paid service in an internship program.
2. **Education:** Bachelor's Degree required. Master's Degree preferred. (Current full clear teaching credential in content area required.)

CONDITION OF EMPLOYMENT: Insurability by the District's liability insurance carrier.

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing. Spanish Speaking preferred.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with minimal direction. Maintain cooperative working conditions with students, teachers, administrators, co-workers, and community members.

CERTIFICATES AND LICENSES:

1. **Certification Requirement:** Possession of a valid and current full clear teaching credential authorizing instruction in California issued by the State of California to perform the services of a teacher in the subject area in grades K-12. Current First Aid and CPR Certifications preferred.
2. **License Requirement:** Possession of a valid California Driver's License (required by the first day of service).
3. **Other Requirements:** Proof of adequate automobile insurance as stipulated by the State of California. Must provide a DMV driving record print out that indicates a satisfactory record prior to the time of employment.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing this job functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and it may occasionally be heavy.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.