JOB DESCRIPTION
Tahoe Truckee Unified School District

DONNER TRAIL ELEMENTARY SCHOOL PRINCIPAL & DISTRICT ACCOUNTABILITY COORDINATOR

Purpose Statement for Principal's role:
Under the Superintendent Chief Learning Officer, the Elementary School Principal is responsible for the administration of all facets of the school's educational program directed toward the optimal educational development of each individual student. The principal shall provide instructional and administrative leadership at the school site over curriculum, budget, operations, guidance, students, and staff. They participate in formulating district policy and provide a link between the district and the community.

Purpose Statement for Coordinator's role:
The Coordinator of Accountability is for the purpose of coordinating and overseeing the implementation of effective and compliant state and federal systems to improve and enhance educational programs and increase student achievement. Additionally, this position would also supervise and complete the Federal Program Monitoring (FPM), Consolidated Application and Reporting System (CARS) process and support Local Control and Accountability Plan (LCAP) development.

Essential Functions of the Elementary Principal:
- Organize, supervise, implement, and evaluate all educational programs at the school site in accordance with district-wide goals, instructional priorities, and State/Federal standards and guidelines
- Use assessment data to work with teachers to identify, develop, and implement differentiated instructional strategies and professional development initiatives that will promote improved student achievement for all children
- Screen, select, direct, and evaluate the performance of certificated and classified staff members
- Create the interdependent culture necessary to support a successful Professional Learning Community
- Accountable for achieving district goals, vision, and mission
- Work with internal and external stakeholders to develop and implement a comprehensive school safety plan
- Directing and overseeing the development and implementation of the school's Single Plan for Student Achievement (SPSA)
- Provide a safe and orderly environment for staff and students and establish and maintain an effective learning climate in the school
- Develop and monitor multiple budgets and resources, including grants, fundraising, and other student-related accounts
- Demonstrate knowledge of and appreciation for elementary school students, programs, and instructional standards
- Relate to students with mutual respect while carrying out a positive and effective progressive discipline and restorative practices program
- Ongoing evaluation of educational programs and their effectiveness
- Strategically manage all school site budgets in order to maximize the effective utilization of all fiscal resources
- Attend all required District level meetings that involve elementary school principals
- Maintain a commitment to ongoing growth in self by participating in District and site professional development programs
- Manage certificated and classified contracts at the site level
- Have knowledge of local policies, and state and federal laws relating to minors
- Keep the Superintendent Chief Learning Officer and the Cabinet informed of the school's activities and high-profile issues.
- Other Job Related Duties as Assigned

Essential Functions of Accountability Coordinator

- Coordinates all federally and state-controlled categorical programs to ensure compliance with state and federal laws relating to educational planning and accountability
- Supervises the coordination and compliance of grants management processing for funder submission, Board of Education approvals, and use of funds
- Coordinates District-level programs and activities to ensure and document compliance with federal mandates
- Keeps abreast of the laws, regulations, and legislation that impact the District's assigned programs including but not limited to: ESSA - Title I, Title II, Title III, Title IV, Title V, and Categorical Program Monitoring · Coordinates and provide training to school site and central office personnel on categorical program requirements and mandates
- Audits all categorical revenue, budget, and expenditure requests to ensure compliance aligns with state and federal guidelines
- Collaborates with the sites to ensure Single Plans for Student Achievement are compliant and aligned with state and federal mandates
- Collaborates with sites to ensure that the compositions of school site councils are compliant as specified in the California Education Code
- Prepares Title I Comparability Demonstrations and Computations and report the District's status to the California Department of Education
- Coordinates and audits categorically-funded employee time accounting and time certifications ensuring that time spent by employees on categorical programs is properly documented and aligned with state and federal mandates
- Collaborates with the Fiscal Services Department to ensure properly calculated Parts I and II of the Consolidated Application for Funding Categorical Aid Programs
- Presents the Consolidated Application for Funding Categorical Aid Programs (Parts I and II) to the District Advisory Committee (DAC) and District English Learner Advisory Committee (DELAC) to obtain approval for submission to the California Department of Education
- Prepares the financial reports for the District's School Accountability Report Card (SARC's) · Coordinates, supervises, and evaluates the performance and duties of assigned staff
- Prepares compliance reports and reviews of findings to present to District leadership
- Supervises the setup and coordination of the Summer School Programs
- Other Job Related Duties as Assigned

Job Requirements & Skills

KNOWLEDGE OF THE FOLLOWING FOR PRINCIPAL'S ROLE:

- Instructional curriculum and methods for elementary school.
- School site administrative techniques.
- District policies and procedures.
- State and federal regulations.
- Budget preparation and control.
- Goals, objectives and policies of the district.
- Interpersonal skills such as counseling, coaching and mediation.
- Oral and written communications.
- Operation of personal computers and related software.
- Time management.
- Policies and objectives of assigned elementary school programs.

KNOWLEDGE OF THE FOLLOWING FOR COORDINATOR'S ROLE:

- California State Education Codes requiring district accountability mandated state and federal laws and regulations pertaining to compliance with state and federal education programs
- District education initiatives, programs, and policies
- California State Education Codes and federal education regulations pertaining to student achievement, standardized assessment, student promotion, retention, and adopted curriculum
- Principles and practices of administration, evaluation, and supervision

FOR BOTH ROLES ABILITY TO:

- Plan, organize, and administer programs.
- Train, supervise, and evaluate staff performance.
- Prioritize and schedule work.
- Prepare and monitor a budget.
- Explain and enforce policies and regulations.
- Coordinate complex state and federal compliance activities.
- Make presentations and conduct training relative to state and federal compliance.
- Establish and maintain effective relationships with others.
- Work independently as well as collaboratively within a team environment.
- Use appropriate interpersonal styles and communicate effectively orally and in writing at all organizational levels.
- Operate a personal computer and related software.
- Maintain confidentiality related to student, personnel, budget, and other program information.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

2 years of Leadership Experience

Certificates & Licenses:

Valid California Administrative Services Credential
Valid Clear California Teaching Credential K12

Education:

Bachelor's Degree
Master's Degree Preferred

Clearances:

DOJ/FBI/Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision: Superintendent Chief learning Officer and/or Designee

Additional Qualifications

Ability to travel to other sites/locations
Bilingual Preferred

Salary Grade:

Certificated Management Salary Schedule Range 106A

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year: 225 Days