

ONTARIO-MONTCLAIR SCHOOL DISTRICT

PRINCIPAL ON ASSIGNMENT (POA)

DEFINITION

Under direction of an assigned cabinet member, will be responsible for working collaboratively with all stakeholders to promote student achievement by supporting students, parents, staff, and administration in accomplishing the instructional, operational, and programmatic goals of the District through the assigned program(s) and the essential deliverables. In addition, OMSD is a learning organization and therefore all staff shall share responsibility to educate all students and employ culturally appropriate and sustaining practices

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed related to assigned program(s). The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan, develop, implement, manage, monitor, audit, and evaluate the functions and activities of assigned District program(s);
2. Coordinate, plan, facilitate, conduct, summarize, manage, and maintain data;
3. Attend professional development, meetings, site advisory groups, and committees;
4. Assist the District as a resource for the identification, planning, coordinating, and implementation of professional development;
5. Assist District leadership/staff with accomplishing essential deliverables;
6. Assesses educational and program offering needs, and develops short and long-range planning strategies;
7. Plans, develops, and implements budget planning and expenditure control procedures;
8. Participates in the formation and functions of District and site advisory groups and committees;
9. Supervises, leads, directs, coordinates, and evaluates assigned staff;
10. Establishes and maintains procedures for the resolution of conflict in an effort to maintain a high level of staff morale;
11. Plans, develops, completes, and provides required reporting;
12. Follows legal mandates, compliance with federal/state laws, policies, regulations, and operational procedures;
13. Consults with persons at local schools, school district, county offices of education, institutions of higher education, staff development providers, and other educational services providers to facilitate the development and implementation of assigned program(s);
14. Prepare and deliver presentations to the OMSD Board of Trustees and other stakeholders;
15. Share responsibility to educate all students and employ culturally appropriate and sustaining practices;
16. Perform other administrative duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles , techniques, strategies , frameworks, goals , and objectives of assigned program(s);
- Philosophical , economic and legal aspects of public education;
- Principles, methods, techniques, strategies and trends in effective staff development and coaching methods;
- Accessing State and Federal legal mandates, Board of Trustee policies, District regulations, and guidelines;
- Evaluation techniques for determining program activity and personnel effectiveness ;
- Human relations, conflict resolution strategies, and team building principles and techniques.

Ability to:

- Manage , lead, and direct the functions and activities of assigned program(s);
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships;
- Provide consultation and technical assistance to staff concerning assigned areas of responsibility;
- Exercise judgment in making decisions, work independently, meet deadlines and schedules, maintain confidentiality, use discretion, establish and organize time with minimal supervision;
- Effectively organize, develop, conduct, and evaluate professional development/coaching activities;
- Analyze and assess program situations to accurately adopt an effective course of action;
- Work professionally, collaboratively, and effectively with administrators, staff, parents, students, and community;
- Analyze, organize, participate, and make recommendations in the assessment and evaluation of programs, protocols, and procedures;
- Operate latest technology, including basic and District office software/operating systems;
- Prepare and maintain various records, reports, and files.

EDUCATION

Equivalent to the completion of a Master of Arts or higher degree in educational administration, or a closely related field.

EXPERIENCE

Five years of successful teaching experience, plus two years of successful administrative experience.

CERTIFICATION REQUIREMENT

Possession of a valid Administrative Services Credential.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's license.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

TERMS OF EMPLOYMENT

Work year – 212 days. Placement of the Management Salary Schedule (MCE212) commensurate with experience and training, plus fringe benefit allocation.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of Board Policy.

PHYSICAL DEMANDS

The physical demands described 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 talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

BOARD APPROVED: October 15, 2020