



TITLE: **STEM Academy Principal**

WORK YEAR: **217 Days**

REPORTS TO: **Superintendent**

EDUCATION AND EXPERIENCE:

- Valid California Credential with English Learners Certification
- Valid California Administrative Services Credential
- Master's Degree
- Minimum of 3 years of administrative experience preferred (site experience preferred)
- Minimum five years successful teaching experience working with a diverse socio-economic and multi-ethnic school population
- Must possess a valid driver's license

PRIMARY FUNCTION:

Under the direction of the Superintendent, serve as the site administrator and instructional leader of the STEM Academy according to the established philosophy, goals and policies of the Board of Education; administers school-wide curriculum and all phases of the instructional program and management of the facility. Improve the instructional program, oversee and participate in personnel management activities and functions, work with the community, manage the school, and oversee the activities of the school. The principal will provide leadership in the development, implementation and facilitation of the strategic support structure necessary to ensure student achievement and facilitate accomplishment of board priorities, increased student learning, and improved state indicator metrics.

REPRESENTATIVE DUTIES

- Organize, supervise, implement and evaluate all educational programs at the school site in accordance with district-wide goals, instructional priorities, Federal and State standards and guidelines.
- Provide instructional leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range goals and plans.
- Designs, plans and allocate resources to improve student learning.
- Increase student learning outcomes and improve state indicators by creating and leading a school culture designed to meet all student needs.
- Deliver unique, innovative schooling that improves the lives of individual students, families and the community by believing all students are STEM students: and creating access for unduplicated students through an equitable enrollment process.
- Implement the District-adopted curriculum.
- Maintain open channels of communication.
- Work cooperatively with District administrators.

- Analyze and utilize facilities, time, and appropriate skillful personnel
- Understand and utilize auxiliary services such as guidance, health, psychology and speech therapy to further improve the instruction program
- Arrange for periodic self-evaluation of school programs
- Develop, implement, and evaluate instructional programs to meet the diverse needs of students and which result in increased student achievement.
- Coordinate staffing for the selection and evaluation of personnel; establish procedures for the implementation of new personnel policies and interpret policies to staff members; assist the staff in understanding individual rights and responsibilities
- Serve as liaison and represent the interests of assigned staff to the Superintendent, the Board, and the community
- Establish experiential learning opportunities for all students by identifying and securing resources, equipment, and materials necessary to implement project/challenge/inquiry-based, interdisciplinary education opportunities, progressing from design to production
- Engage effectively with an ethnically and culturally diverse student population; and focus on hiring a diverse staff that is inclusive and trained in culturally proficient pedagogy.
- Collaborate with administration, teachers and staff in implementation of Next Generation Science Standards and the development of STEM themed learning experiences that inspire teachers and students to create environments where challenging the status quo to achieve growth is acceptable
- Oversee STEM curriculum development, school schedule, master schedule and calendar; coordinate with departments across the district, including English Learner, Special Ed and Pupil Services, to ensure an optimal instructional program
- Work with parents and citizens in educational planning according to established policies; work with staff in initiating and scheduling parent visitations to schools and parent-teacher conferences
- Maintain current knowledge of the socio-economic structure of the community
- Work with staff in establishing effective communications within the community and encourage participation in community activities
- Organize, supervise, implement, and evaluate all educational programs at the school site in accordance with district-wide goals, instructional priorities, standards and guidelines.
- Provide instructional leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range goals and plans.
- Supervise and evaluate the performance of all school site personnel in accordance with the District's adopted evaluation policies.
- Coordinate activities with the staff regarding the organization of the school in compliance with State and District policies, the development of the school's budget, and the development of flexible schedules for instructional organization and routine operations of the school
- Title IX Investigator - Responsible for conducting interviews with all relevant parties, gathering and preserving evidence, and preparing a comprehensive written investigative report. Impartiality, confidentiality, and adherence to the district's Title IX grievance procedures are ensured throughout the investigative process. Does not

make findings of responsibility but ensures a thorough and equitable record is compiled for review.

- Title IX Decision-Maker - Responsible for reviewing the complete investigative record and evaluation evidence, applying the district's standard of evidence, and issuing a written determination regarding responsibility for the alleged conduct. Operates independently from the investigation to ensure a fair, unbiased, and compliant adjudication process.
- Work with certificated and classified staff for an effective school plant operation
- Support District goals, objectives and policies; provide leadership in developing and implementing District policies, goals and objectives
- Work with parents, staff and students in developing procedures to alleviate potential local and District problem areas
- Perform other related functions as assigned

KNOWLEDGE AND ABILITIES:

- Comprehensive organization, activities, curriculum development, supervision, goals and objectives of a High School
- School law administration and applicable sections of the State Education Code; Board and District policies
- Current trends in educational materials
- Current principles and practices of instructional and training methodologies for a broad variety of student learning aptitudes
- Budget planning, development and administration practices
- Research and report preparation techniques
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job-related equipment
- Maintain consistent, punctual and regular attendance.
- Work independently with little direction
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships

WORKING CONDITIONS:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens

- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – frequently
- Ability to work at a desk and in meetings of various configuration