

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Principal / Executive Director
CATEGORY:	Certificated Exempt
REPORT TO (BY TITLE):	Governing Board of Directors
SALARY RANGE:	Commensurate with Education and Experience
SALARY SCHEDULE:	Certificated Contract
WORK YEAR:	12 Months

POSITION DESCRIPTION

The Principal / Executive Director is directly responsible to the Pathways to College Governing Board for the overall management of site operations: receiving, distributing, and communicating information to enforce school and State policies; coordinating site activities; representing the school within the community; maintaining a safe school environment; and addressing situations and resolving problems and/or conflicts that could negatively impact the school. The Principal / Executive Director will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance so as to provide the best possible opportunities for student growth and development, both educationally and personally.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Maintains an educational philosophy and school climate which encourages a cooperative and participating attitude on the part of all teachers and students.
- Implements effective instructional strategies, practices and programs for the purpose of assisting students in achieving and/or exceeding grade level proficiency per State standards.
- Continually evaluates existing programs and practices, curriculum content, and pilot or experimental programs for continuous school improvement.
- Implements or recommends policies, procedures and/or processes (e.g. federal, state, and school) for the purpose of providing direction and/or complying with mandated requirements.
- Develops and administers the general school schedule and coordinates all activities within the school.
- Coordinates and oversees required State testing.
- Directs meetings (e.g. curriculum, LCAP, staff) for the purpose of coordinating activities and ensuring that outcomes achieve school and/or state objectives.
- Acts as liaison to the school's chartering district for the purpose of gathering and reporting a variety of information.
- Produces a wide variety of materials (e.g. reports, memos, correspondences, etc.) for the purpose of school accountability, documenting activities, providing written reference and/or conveying information.
- Delegates responsibility for a variety of administrative functions to school personnel for the purpose of managing the workload more efficiently.

- Participates in the selection of certificated and classified personnel for the purpose of providing highly qualified staff.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.
- Observes, counsels, and motivates professional staff toward performances to attain the educational goals of the school.
- Evaluates assigned personnel (e.g. certificated and classified staff) for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or conflicts
- Maintains school-wide discipline model for the purpose of ensuring school safety and order.
- Maintains a standard of student behavior designed to command respect and minimize school and classroom interruptions.
- Identifies intellectual, physical, social and emotional needs affecting students' success in school, and takes steps to direct and coordinate the efforts of teachers and parents with special services.
- Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations.
- Presents information on various topics (e.g. budget overviews, state testing scores) for the purpose of communicating information and gaining feedback.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Maintains effective communication to keep the staff, students, and parents properly informed.
- Actively participates and encourages staff participation in parent/teacher and other community groups, as a means of developing understanding, cooperation, and respect for school objectives and endeavors.
- Reviews and authorizes or disapproves all professional staff requests for instructional materials and equipment within the approved budget.
- Attends professional conferences, seminars, and workshops in education and/or educational administration.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

MINIMUM QUALIFICATIONS

Education:

- Master's Degree from an accredited university with major emphasis in education administration or related field.
- Current Administrative Services Credential (Clear).

Skills and Knowledge:

- Professional specialization in principles and practices of California education school management.
- Thorough knowledge of curriculum and instruction, budget practices, supervisory techniques, facility management and regulation, and policies and procedures related to education.
- A broad working knowledge of organization management.
- Working knowledge of the principles and practices of school budget preparation and administration.

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Board Approved: June 20, 2019

- Knowledge of the principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes, and regulations.

Ability to:

- Plan, organize, direct and coordinate the work of professional and technical personnel (both certificated and classified); delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direction to the school. Identify and respond to issues, concerns and needs in a timely manner.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient operations.
- Allocate limited resources in a cost-effective manner.
- Analyze problems, identify alternative solutions.
- Prepare clear and concise reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Meet deadlines and schedules and work under time constraints. Adhere to safety practices.

Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.