

**TUOLUMNE COUNTY
SUPERINTENDENT OF SCHOOLS OFFICE**

175 South Fairview Lane • Sonora, CA 95370
(209) 536-2000

POSITION: PRINCIPAL – COUNTY PROGRAMS

DESCRIPTION OF PROGRAM

Under the direction of, and reporting to the Assistant Superintendent or Designee, the Principal is a full-time non-represented position in the management employee group. As a visionary educational leader for Tuolumne County Superintendent of Schools (TCSOS), the principal must plan, organize and manage the overall instructional program for small education programs that are in alignment with the state curriculum standards and frameworks, Education Code, and policies of TCSOS. While responsible for the areas of instruction, curriculum development, supervision and evaluation of the teaching staff, staff development, student programs and student discipline.

ESSENTIAL JOB TASKS:

- Serve as an educational leader of TCSOS and schools
- Supervise, evaluate and mentor certificated and classified staff; assist in the evaluation of itinerant personnel assigned to county programs in accordance with TCSOS's adopted uniform guidelines for evaluation and assessments
- Develop and nurture strong collaborative relationships among and between students, parents, faculty, staff, district staff, and community
- Communicate effectively with students, teachers, parents, and TCSOS staff regarding educational, behavioral and other issues, problems, and concerns
- Knowledge of all applicable state standards, frameworks, guidelines, and procedures; district and school organization, policies, objectives and operations including State and Federal laws, codes, rules and regulations pertaining to grade levels within the school setting
- Participate in the development of and design of school curriculum for small populations of students.
- Collaborate with the teaching staff and parents to develop and implement high quality curriculum, instruction and assessment procedures and practices
- Provide the general supervision and discipline of students including conflict resolution
- Supervise individual tutoring and assist in developing student graduation goals
- Refer students to in-house and community resources
- Maintain files, records, and reports on student progress, attendance and behavior
- Prepare for and present to the County Board of Trustees as requested by the Superintendent or Program Administrator
- Maintain ongoing communication with probation staff to develop solidarity and support for the School and TCSOS' long-range goals as well as day-to-day operations
- Coordinate and provide direction/supervision for the school's co-curricular and extra-curricular activities which include but are not limited to: Student Activities, Performing Arts, School Publications, CTE, and articulation with Columbia College
- Cooperate in countywide articulation efforts and delivery of curriculum design
- Responsible for the selection and use of instructional materials, textbooks and assessment instruments
- Responsible for student and program assessments and evaluations providing an ongoing assessment of student needs
- Instruct students enrolled in county operated programs in a variety of core subjects and specialized subject

- areas as assigned to prepare students for graduation requirements
- Maintain the accuracy and integrity of the school budget, assuring proper use and distribution of monies generated through block grant, categorical programs, special projects, and grant funds
- Secure additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects
- Facilitate an understanding of the school budget with staff and community
- Serve on the appropriate committees and organizations to assure the interests of the school are properly represented

KNOWLEDGE OF

- Current strategies in the areas of curriculum, instruction and assessment of students
- Methods and Strategies for working with students enrolled in county operated programs
- Principles, theories, best practices, methods and techniques used in curriculum development and classroom instruction for students enrolled in county operated programs
- Demonstrate leadership and support of the educational and administrative philosophies of TCSOS
- County Office organization, operations, policies and procedures, and objectives
- State and Federal laws, codes, rules, regulations and procedures related to assigned activities
- Oral and written communication and presentation skills
- Interpersonal skills using tact, patience and courtesy
- Principles and techniques of using technology to perform a variety of tasks
- Standard English usage, spelling, grammar and punctuation
- Various evaluation and assessment techniques and instruments
- Behavior management and counseling techniques

SKILLS/ABILITIES:

- Plan and design appropriate staff development
- Relates well with students, staff, and the public
- Experience working with special needs and at-risk students
- Well-organized and self-motivated with a strong background in classroom control, individualized instruction, and middle school curriculum
- Staff resource in instructional matters and classroom management techniques
- Effective working relationships with others promoting staff morale and commitment
- Respect and maintain professional confidences and loyalties
- Use appropriate professional channels for communicating personal/professional concerns
- Reputation of honesty, integrity, trust and compassion, and exemplifies the highest professional, moral and ethical behaviors
- Provide educational vision and inspiration to TCSOS programs
- Promote good relations between home and school
- Keep aware of educational/personnel trends and developments and employ such information in the school program
- Maintain professional association memberships and represents the school/TCSOS on professional committees
- Work closely and cooperatively as a member of the TCSOS management team
- Design, develop, implement and conduct effective training and professional development activities for faculty, staff, administrators and school leadership groups concerning categorical funding and accountability
- Facilitate group processes and conversations in a variety of settings, including meetings with reluctant participants and highly charged situations
- Prepare and deliver effective written and oral presentations
- Prepare and maintain various records, reports and files

EDUCATION AND EXPERIENCE

- Master’s degree from an accredited college or university in education or related field preferred
- Increasingly responsible staff development experience working with educational programs and services preferred
- Experience in site level administrative work
- License or Certification:
 - Possession of an appropriate education credential with EL Authorization and an administrative credential is required, or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing

LICENSE AND REQUIRMENTS:

- Valid Administrative Services Credential
- Valid California Driver’s license – must maintain insurability

WORKING CONDITIONS:

Environment:

- Indoor office environment
- Driving a vehicle to conduct work

Physical Demands:

- Hearing and speaking to exchange information and make presentations
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time.
- Driving students

Time Period:

- Position is full time, Certificated Management, 225 days per year

3/2019; 8/2022

TUOLUMNE COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
is an
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER