

Napa Valley Unified School District

Position Description

Position: New Technology High School Principal

Classification: Certificated Management

Department/Site: New Technology High School

Reports to: Director III of Secondary Education, Instruction and English Learner Services

Summary

The Principal of New Technology High School reports to the Director III of Secondary Education. The principal is responsible for the supervision and outcome of all aspects of the educational program. The principal is additionally responsible for sustaining the school's demonstration site status as defined by the NTN School Success Rubric and for continuing to support NVUSD's development of NexTech as a deeper learning model into all NVUSD schools.

Distinguishing Career Features

The principal must be prepared to continue to innovate and support the implementation and continuous improvement of a national model New Technology high school in the areas of educational leadership, school management, professional responsibilities, professional relationships and student relationships.

Essential Duties and Responsibilities

ESSENTIAL FUNCTIONS:

(NOTE: This listing may not include all of the duties to be performed by this position.)

- Implements the New Technology High School model, as measured by the NTN School Success Rubric;
- Provides leadership to the staff in establishing strategic vision and plan aligned to academic goals for New Technology High School;
- Implements school-wide student-centered, project and problem-based learning tied to common core and state standards;
- Provides instructional leadership to all staff and assures integration and cooperation between curricular areas;
- Commits to developing a culture of trust and responsibility among students, teachers, staff, and the NTHS community;
- Participates with significant higher education and business partnerships to support college courses, internships and community service experiences for students;
- Implements a technology infrastructure that supports the curriculum and the culture of the National New Technology Network;
- Advances educational reform by contributing to New Tech Network activities;
- Commits to the school-wide implementation of the New Technology High School Learning System (ECHO) tools and curriculum;
- Supervises and evaluate the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential;
- Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in District procedures;
- Identifies, provides, assigns, and coordinates professional growth opportunities for teaching personnel within the school;
- Carries out a program of community relations as a means of disseminating and garnering community, parent, and other community organizations support;
- External Business and Public Relations -, develop alignment between NVUSD, NTN, 501c3 Director – FONT, Family & Alumni Giving Support and Center For Excellence (CFE);

- Oversee Management of Marketing, Curriculum Development, Budget, Trainer Cohort Marketing through
 - conference presentations
 - social media
 - community outreach (Chamber of Commerce, etc.)
 - Grants, Studies, National Recognitions;
- Sustain and continued development of partnership with Napa Valley College leading to articulation of College Classes; and
- Performs other duties as assigned.

Qualifications

Knowledge and Skills

The position requires knowledge of the general principles of leadership, management, instructional and personnel administration. Knowledge of parental engagement strategies and student assessment systems is essential. The principal must demonstrate knowledge and competencies in Standards aligned project and problem based unit development with a commitment to implementation and continued enhancement. The principal must have a commitment to, knowledge of, and competencies in inclusion of all students. The principal must have an understanding of school, District and county organization. Knowledge of technologically appropriate applications of instructional practices and procedures is required.

Abilities

The principal must demonstrate leadership and an ability to implement the New Technology model. The principal will demonstrate a philosophical commitment to focused, project-based and problem –based learning, and the ability to institute and maintain a systematic policy and process for student discipline and management of the learning environment. The position requires the ability to prepare summaries and reports and identify potential challenges, collect, analyze and present complex data, evaluate alternative solutions and prepare sound recommendations based on data. The principal must be able to communicate effectively orally and in writing. The position requires collaborative leadership and team-building, distribution of leadership among administrators, teachers, staff, parents, students & community members, and the principal must have the ability to work as an integral part of the District Administrative Team.

Physical Abilities

Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work; sufficient auditory ability to carry on conversations in person with large audiences, one-on-one, and over the telephone; sufficient capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; sufficient arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

Education and Experience

- The successful candidate must demonstrate the following:
- Education – Must hold a valid California administrative services credential and appropriate endorsements and/or meet Western Association of Schools and Colleges accreditation standards. A Master’s Degree is preferred.
- Experience – Three years of administrative experience at building level preferred. Must have at least three years of successful teaching experiences. A working knowledge of small school reform, elements of 21st Century learning environments, and distributive leadership models is preferable.
- Bilingual/Bi-literate English/Spanish is highly desirable.

Licenses and Certificates

Requires a valid driver’s license

Working Conditions: Work includes duties in office, school and community environments.