



# Pacific Charter Institute

## JOB DESCRIPTION

<b>Job Title:</b>	Site/Program Leader	<b>Job Category:</b>	Certificated
<b>Job Status:</b>	Exempt / At Will Employment	<b>Reports to:</b>	Director
<b>Salary:</b>	\$72,584 - \$97,270	<b>Salary Schedule:</b>	Site Management
<b>Level/Salary Range:</b>	Steps 1-7	<b># of Work Days:</b>	205

### **Position Summary**

Ensure the site and/or program are successfully implementing the corporate and site/program specific academic goals. Ensure the efficient operation of all site/program functions and activities including the timely submission of required paperwork and meeting academic and attendance deadlines through collaboration with staff. Provides leadership, support and direction to site/program staff and students on a daily basis. Works closely with the Dean and Director of the school ensuring continuity between students, staff, and the other operations at PCI.

### **Education and Experience**

Must hold appropriate California teaching credential for level of instruction  
Two (2) years relevant experience preferred

### **Knowledge/Skills/Abilities**

Knowledge of Microsoft Office, PowerSchool (or alternate Student Information System), Online Learning Platforms and other software programs with a proven track record of being able to learn new software and hardware programs.

Able to analyze and create procedures to optimize site/program operations.

Able to work independently to problem solve in order to implement processes, programs, and solutions to ensure student success.

Proven track record that demonstrates taking a project from concept to completion.

Proven track record in both recruiting and retaining students.

Proven communication across pedagogical platforms.

Able to understand current educational practices and mandates (ex. State Standards, Special Education, A-G Requirements and State Testing Requirements).

Able to work in a dynamic, fast-paced environment.

Must have a proven track record of working successfully with teachers, students and parents.

Able to manage a site/program and implement programs necessary for staff, student, and site success.

Able to supervise, coach, and train staff.

Understands how to support both k-12 independent study and homeschool learning.

Sound fiscal management practices with an understanding of budgets, funding, and grants.

Proven ability to provide professional development for staff (Explain, Demonstrate, Guide, and Empower).

Use data as a means of supporting academic learning.

### **Essential Job Functions (Duties and Responsibilities)**

1. Ensure all academic expectations indicated by Pacific Charter Institute and site/program specific academic goals are being adhered to by all staff and students

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Heritage Peak Charter School • Rio Valley Charter School • Valley View Charter Prep • Sutter Peak Charter Academy

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2. Maintain either 10 students or teach two classes or an equivalent assignment as approved by the Director (All student or classroom teaching expectations will follow the appropriate job descriptions for review)
3. Provide positive leadership to all employees within the site/program assigned including regular feedback, observations, and follow up for academic and operational activities
4. Regularly run, collect, analyze, and review student data from a variety of sources with every teacher emphasizing mathematics, writing, English language arts, and online resource participation to drive positive academic outcomes for students
5. Ensure that PCI policies and procedures are being adhered to by all staff and students
6. Ensure smooth operations with the landlord and local agencies, if applicable
7. Ensure the efficient operation of all site/program functions and activities including meeting all academic, attendance and reporting deadlines through collaboration with staff
8. Recommend through collaboration individuals to be hired as teachers, tutors, and support staff
9. Ensure and coordinate smooth communications between site/program and corporate office
10. Attend meetings, workshops and training sessions as necessary or assigned
11. Assist in maintaining employee professionalism
12. Ensure a collaborative environment with staff working together for the coverage of site/program duties and classroom/program expectations
13. Coordinate and participate in identification and support of special education services under the direction of Educational Services
14. Coordinate and lead staff meetings that focus on student academic success
15. Annually evaluate all staff that are assigned to the site/program
16. Communicate employee issues with the school director and if required the Human Resources manager
17. Attend leadership meetings as requested
18. Participate in scheduling of assessment deadlines and ensure at least 95% participation rate
19. Oversee, guide, and encourage leadership development of staff
20. Coordinate and provide orientations and initial assessment for new students
21. Assist in creating and maintaining school budget, meeting with Director and/or Business Manager as needed
22. Review and approve student related expenses using the online purchasing system following current PCI budget policies and guidelines depending upon program
23. Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; attend IEP and other meetings as necessary; respond to and resolve parent, student and staff complaints; represent the school at community and corporate functions as needed
24. Develop positive site/program to community relations with a clear plan and expected outcomes of the effort
25. Maintain and enforce the site/program safety plan with the appropriate protocols executed
26. Follow all site/program operational expectations as designed by Pacific Charter Institute
27. Perform other related duties as assigned that support the overall objective of the position

*All PCI employees will be required to clear the following state mandated tests as appropriate to his/her position: TB test, Department of Justice Fingerprinting.*

*Pacific Charter Institute is committed to a policy of equal treatment for all individuals applying for employment at our school. Pacific Charter institute does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation or national/ethnic origin.*

*The statements herein are intended to describe general nature and level of work performed by employees, but are not a complete list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer*

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**Revised: April 2019**  
**Effective: July 2019**