

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

TITLE: Extended School Year (ESY) Principal

REPORTS TO: Extended School Year (ESY) Principal/Manager

SUPERVISES: School Site Teachers
School Site Classified Staff

JOB GOAL: Perform the duties associated with the effective administration of all aspects of a summer school program.
The Extended School Year Administrator positions are designated for administrator training.

PERFORMANCE RESPONSIBILITIES:

1. The principal shall assume the duties and responsibilities of site management.
2. Schedule students into classes.
3. Establish registration procedures at the opening of extended school year.
4. Plan the opening and closing procedures for extended school year.
5. Manage the guidance and discipline of students.
6. Provide parents and the community with information on education programs within the extended school year.
7. Support teachers in making periodic appraisals of pupil progress.
8. Assist teachers in the selection and implementation of instructional materials.
9. Direct decision-making at all levels within the school.
10. Supervise all certificated and classified personnel.
11. Assist in making classroom observations and providing feedback to teachers.
12. Implement extended school year goals and objectives.
13. Monitor campus supervision.
14. Manage effective fiscal practices concerning the school and its related programs.
15. Direct effective resource management of materials, supplies, equipment and facilities.
16. Supervise the management and operation of the extended school year site.

Extended School Year Principal
Performance Responsibilities (Cont'd.)

17. Monitor and supervise the transportation component of the extended school year program.
18. Perform other duties as assigned by the Extended School Year Principal/Manager.
19. Prepare a written evaluation of the extended school year program and submit it to the Extended School Year Principal/Manager.

QUALIFICATIONS:

1. Intern Administrative Credential
2. Preliminary or Professional Clear Administrative Services Credential
3. Certificated Employees with Administrative Credentials
4. Current Assistant Principals

TERMS OF EMPLOYMENT:

1. Salary Range:
Elementary Level: Range 24, 1st Step
2. Work Year: 26 days (Elementary)

EVALUATION:

Performance of this position will be evaluated in accordance with the provisions of the Administrator Evaluation Process.