

San José Unified School District

San José, California

TITLE: MIGRANT EDUCATION PRINCIPAL

REPORTS TO: District Migrant Education Administrator

SUPERVISES: School Site Teachers, Classified Staff, Tutors, and other Community Volunteers.

JOB GOAL: Perform the duties associated with the effective administration of all aspects of the Migrant Summer School Program.

Performance Responsibilities:

1. The principal shall assume the duties and responsibilities of site management.
2. Schedule migrant 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 the use of data, standards driven instruction, and ongoing assessments.
8. Work with the District Migrant Education Administrator to select appropriate curriculum for the program.
9. Direct decision-making at all levels within the school.
10. Supervise all certificated and classified personnel.
11. Conduct daily walkthroughs and provide teachers with feedback, citing evidence of data driven instruction, standards based lessons, use of best practices and ELL strategies.
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.
17. Assist with report cards, procedures and distribution.
18. Monitor and supervise the transportation component of the extended school year program.

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

19. Perform other duties as assigned by the Extended School Year Manager.
20. Prepare a written evaluation of the extended school year program and submit it to the Extended School Year Manager.

Qualifications:

1. Appropriate California Administrative Credential
2. Master's Degree
3. Five years of successful teaching experience
4. Three years of administrative experience.
5. Demonstrate organizational, leadership, and time management skills
6. Demonstrate diplomacy, flexibility, perseverance, and a good sense of humor
7. Ability to work with a wide variety of interest and community groups
8. Ability to make public presentations
9. Spanish Bilingual Preferred

Terms of Employment:

- Salary Range:** Administrator range 24, step 1
- Work Year:** 26 days (school session July 2- July 30)
- Evaluation:** Performance of this position will be evaluated in accordance with provisions of the Administrator Evaluation Process
- Credential:** Appropriate California Administrative Credential

2/15/08