

**San Jose Unified School District
San Jose, California**

Title: Principal/Manager Learning Options and Summer School

Reports to: Director of Educational Services

Supervises: Certificated and classified staff providing services through the Learning Options and Summer School Programs.

Job Goal: Provide educational options for at-risk students and administer district safety nets including Summer School.

Performance Responsibilities:

Principal:

1. **Serve as Principal of seven continuation high school sites, one Middle College Site, Liberty High School , and the District's Home Study Program. As the instructional leader of the alternative programs:**
 - a. **Observe in classrooms on a regular basis.**
 - b. **Implement the District's Clinical Supervision methodology model.**
 - c. **Work with staff to improve the instructional program.**
 - d. **Monitor staff development activities related to the improvement of instruction.**
 - e. **Participate in District accountability efforts.**
 - f. **Foster collaboration; recognize contributions; celebrate accomplishments.**
 - g. **Inspire a shared vision.**
2. **Fulfill certificated and classified personnel responsibilities.**
 - a. **Evaluate performance and prepare recommendations.**
 - b. **Identify needs, recruit, interview, and recommend personnel for employment.**
3. **Coordinate staff inservice and staff development activities.**
4. **Coordinate graduation activities.**
5. **Maintain a program of personal professional growth with emphasis on the evaluation and improvement of instruction.**
6. **Be aware of contract provisions, covering certificated and classified employee groups.**
7. **Monitor effectiveness of school attendance and discipline plan and ensure a safe school.**
8. **Communicate with staff, parents, and community through a variety of mediums.**
9. **Act as appeal officer for students, staff, and parents.**
10. **Monitor special programs and compliance activities, as required.**
11. **Attend District administrator meetings and Board meetings, when requested.**
12. **Perform other tasks assigned by the Superintendent or designee.**
13. **Inform the District Office of critical incidents on campus.**
14. **Participate in Administrative Hearing Panels on expulsions, as requested.**
15. **Encourage parent inquiries and involvement.**
16. **Establish a positive and pro-active response to the school community and respond**

to requests within a reasonable time period.

Manager:

1. **Plan, coordinate, and manage district-wide annual summer school safety-net program for “at-risk” students, grade K-12.**
 - a. **Administer and disseminate information concerning all aspects of the Summer School programs.**
 - b. **Prepare reports and Board agenda items, required by district and state for Learning Options Programs, including Summer School.**
 - c. **Collaborate with appropriate staff in affected departments to facilitate and improve the instructional program and to refine course offerings for the Summer School K-12 academic program, according to state and district guidelines.**
 - d. **Fulfill certificated and classified personnel responsibilities for the Summer School program K-12 including, hiring of administrators, teachers, and classified staff while adhering to employee contracts.**
2. **Identify and implement support programs and services for students in K-12 to enhance their opportunity for success (i.e. Intensive Instruction).**
3. **Coordinate District-wide San Jose City/San Jose Unified Homework Center Program.**
4. **Serve as District liaison to Central County Regional Occupational Agency’s Operating Committees for CCOC and MAEP.**
5. **Provide District liaison(s) to identify, enroll and monitor students in the Central County Occupational Center (CCOC)**
6. **Assist secondary guidance administrators in evaluating and redefining the function, services and activities of high school career centers.**
7. **Oversee development and preparation of vocational applications, claims and necessary reports required by the State Department of Education.**

Principal/Manager:

1. **Administer, manage and coordinate departmental budgets and programs involving Learning Options Programs/Summer School.**
2. **Compile composite descriptions and/or catalogs of district educational options and and/or satellite summer school program offerings.**
3. **Collaborate with Public Information Office for publicity related to programs.**
4. **Promote effective channels of communication with school sites, colleges, community, business and industry.**
5. **Represent the District at federal, state, regional., city and other conferences and meetings concerned with the areas of assignment.**
6. **Develop and coordinate the Outside Learning Independent Studies program.**
7. **Oversee and coordinate services to students temporarily incapacitated by severe medical and/or emotional problems.**

Qualifications:

1. **Appropriate California Administrative Credential**
2. **Master’s Degree**
3. **Five years of successful teaching experience at the appropriate level(s)**
4. **School site administration experience at the appropriate level(s) preferred**
5. **Demonstrated leadership skills and organizational skills**

6. **Demonstrated written and oral communication skills**
7. **Ability to relate well to all members of the educational community**
8. **Physical and emotional stamina**
9. **Experience in areas related to student college/career guidance desirable**

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary Schedule

Work Year: 221 days

Evaluation: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.