

Galt Joint Union High School District Job Description

JOB TITLE: Summer School Principal

DESCRIPTION:

Under the supervision of the Superintendent, serves as the chief administrator of a secondary summer school program. In addition to being responsible for maintaining an effective instructional program, the principal supervises the school physical plant, the school budget, the certificated and classified staff, and is responsible for maintaining active relationships with the community and close articulation with other educational levels and entities.

DUTIES AND RESPONSIBILITIES (includes but not limited to):

School Climate and Community Relations:

1. Responsible for the establishment of a positive and safe summer school climate.
2. Maintain student discipline.
3. Supervision of buildings and grounds to ensure the safety of students and staff.
4. Recognize student and staff accomplishments.
5. Be available for parent contacts.

Communication:

1. Be responsible for developing and maintaining an effective communication system.
2. Prepare and distribute parent and staff bulletins.
3. Conduct and provide an agenda for faculty meetings.
4. Promote positive communication with students on a group or individual basis.
5. Provide effective consultation with teachers regarding individual or program concerns.

Management of Resources:

1. Responsible for the management of resources including expenditure of funds.
2. Select, direct, motivate, supervise, and evaluate personnel.
3. Responsible for the supervision, care and management of equipment and facilities.
4. Maintenance of summer school budget.
5. Responsible for the establishment and implementation of emergency procedures.
6. Development of the master schedule.
7. Monitoring classes for teacher coverage.
8. Monitor accurate record-keeping of student attendance.
9. Monitor accurate record-keeping of employee absences, employee time cards.
10. Responsible for requesting substitutes for teachers.
11. Supervise instructional aides and request substitute aides as needed.
12. Monitoring accurate record-keeping of purchase orders, invoices, and work orders.
13. Maintain and accurately complete required district records.
14. Work with Technology Department to set up and maintain summer school technology for students and staff.
15. Coordinate with Food Services, Transportation, and Maintenance and Operations departments to ensure adequate services are provided for students.
16. Responsible for the implementation and maintenance of an effective curriculum.
17. Responsible for the assessment, achievement, data collection and evaluation of pupil

- progress, both academic and behavioral.
18. Establish summer school class assignments.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

- Valid Administration Credential required
- M.A. or M.S. preferred
- Three successful years in a certificated position at the secondary level required
- California Driver's License and evidence of insurability

Skill and Ability to:

- Demonstrate proper social capability to relate effectively with staff, students and community
- Demonstrate ability to work with a wide variety of community groups and organizations

JOB PROFILE:

Up to 30 days

SALARY:

Stipend Position: \$7,500

Employment Requirements:

Fingerprint clearance through the Department of Justice.

Skin test or chest x-ray for tuberculosis is required every four years.

Physical examination by a District selected physician may be required upon employment.

Testing:

Applicants for this position may be tested for appropriate skills prior to employment.

Board Approved xx/xx/xx