



POSITION DESCRIPTION

Title: Summer School Principal (elementary, middle, and high school positions available)	
Department: N/A	FLSA Classification: Exempt
Bargaining Unit: None	Work Year: 3 week and 4 week sessions
Reports to: Assistant Superintendent	Board Approval Date: December 11, 2019

Salary Grade: Stipend Position

Primary Function:

To serve as the educational leader for Summer School. To be responsible for the overall direction of the educational program and school operations.

Essential Job Functions include, but are not limited to the following:

1. Provide leadership in the development and implementation of the Summer School program;
2. Posting, interviewing, hiring and supervision of certificated and classified staff;
3. Establish enrollment deadlines and process and facilitate the enrollment of students and creation of classes;
4. Attend all district Summer School planning and monitoring meetings;
5. Assess student learning and growth and provide reports of evidence of progress to the School Board on such;
6. Develop and communicate to all stakeholders-parents, community, staff- Summer School program information including timelines and opportunities;
7. Coordinate with district partners such as Sonoma State University and Luther Burbank Center for the Arts to schedule field trips, special events, and curriculum;
8. Ensure that special education programs and services for students are delivered according to identified needs;
9. Work with school site administration regarding classroom and facilities to be used;
10. Communicate with regular school year sites the grades and credits of students;
11. Plan, develop and monitor professional development and training for all staff; and
12. Develop and implement a program of student behavior which focuses on a safe and respectful school climate.

MINIMUM QUALIFICATIONS

Education and Experience

- 3-5 years as a credentialed teacher with effective evaluations
- Experience in site leadership roles leading, facilitating, planning, and seeing projects or goals through, and/or
- 3-5 years serving as a site administrator in an Elementary, Middle, Alternative or High School setting

Licenses/Certifications:

- California Teaching Credential
- Administrator's Credential for the State of California

Abilities

- Plan short term, high leverage curriculum and learning experiences for students
- Assess and monitor proficiency-based learning and standards based lesson design
- Promotes academic achievement as the primary focus of the school;
- Is well versed in curriculum theory and practice, particularly in the areas of academic standards, alignment, implementation, and assessment;
- Is supportive of students' academic, social and personal growth;
- Is collaborative in working with staff, students and parents, to reach decisions;
- Is committed to professional development, growth and renewal for all staff;
- Has excellent written and oral communication skills;
- Effectively organizes and manages multiple tasks and projects;
- Utilizes technology to facilitate school objectives.

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.