

## **MILL VALLEY SCHOOL DISTRICT**

### **Extended School Year/Summer School Principal**

#### **DEFINITION**

Under the direction of the Director of Special Education and Director of Student Services, the Extended School Year / Summer School Principal serves as the administrator for the special education extended school year and intervention summer school programs. In this capacity the Extended School Year/Summer School Principal provides leadership and management for the overall school operations to include the coordination, supervision and evaluation of all instructional programs, all staff, and operations. The Extended School Year/Summer School Principal is responsible for the safe and orderly learning environment for all students; and communicates and builds positive relationships with the school community and carries out other leadership and management duties as assigned.

#### **ESSENTIAL DUTIES/ RESPONSIBILITIES**

- Understands role of the site administrator
- Responsible for all publicity, and student recruitment for Extended School Year and Summer School programs
- Leads and coordinates the recruitment, hiring, and induction of summer school personnel
- Responsible for the development of the instructional schedule for the Extended School Year and Summer School schedules
- Determines curriculum and procures all required instructional materials
- Maintains summer school budget and provides budget updates to Directors
- Interprets and applies legal requirements, rules, regulations, policies and procedures with teachers, students and families
- Provides leadership to staff and families in the inclusion of students with special needs
- Responsible for overseeing the implementation of multiple methods of authentic assessment and the analysis of the data for the purpose of guiding instruction
- Provides leadership for school discipline and classroom management systems
- Maintains timely and effective communication with the Superintendent, District office personnel, community and staff
- Interprets and applies federal, state and county laws and regulations; and School District policies regulations, and procedures
- Oversees all site operations, including food service

#### **QUALIFICATIONS/REQUIREMENTS**

The Extended School Year/Summer School Principal must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable and appropriate accommodations will be made to enable individuals with disabilities to perform the essential functions.

- Read, analyze, and interpret journals, educational reports, and legal documents
- Respond to common inquiries or complaints from students, educational agencies, or members of the community.
- Effectively present information to management, staff, students, and/or Governing Board.
- Define problems, collect data, establish facts, and draw valid conclusions.

#### **Knowledge and Skills**

- Knowledge and ability to apply educational research and best practices that meet the needs of all students.
- Ability to communicate effectively in oral and written form.
- Ability to work effectively with all staff.
- Training and/or experience in providing educational opportunities for all students inclusive of diverse demographic and cultural backgrounds.

#### **EXPERIENCE AND EDUCATION REQUIRED**

- A valid California Administrative Services Credential.

- Minimum three years successful classroom teaching and/or program experience or equivalent working with diverse learners.
- A valid California Drivers License.

#### **EXPERIENCE AND EDUCATION DESIRED**

- Prior successful school and/or District leadership and management experience.

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**\*Pending Board Approval**

**K-8 Extended School Year and Summer School Principal  
Salary Schedule  
2021**

Hourly Rate: \$82.42	Daily Rate: \$482.52
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**Work Year**

6 hours per day, 19 days

**Health and Welfare Benefits**

This position is not eligible for health and welfare benefits.

Effective June 1, 2021