

TEMECULA VALLEY CHARTER SCHOOL
K-8th Principal
JOB DESCRIPTION

POSITION: K-8th Principal

JOB DESCRIPTION: The Principal is responsible for all aspects of the educational program at TVCS. This individual will also serve as the instructional leader for ensuring on-going rigorous academic excellence and high quality programs from TK-8th grade. Responsibilities include developing the curriculum, staffing departments, reviewing faculty performance, and creating an atmosphere conducive to scholarly pursuits. As a member of the administration, they provide input to strategic decisions that affect the educational program and the advancement of the school as a whole.

REPORTS TO: Superintendent

DUTIES AND RESPONSIBILITIES:

The performance elements identified below are for illustrative purposes only and do not reflect an all-inclusive scope of responsibilities.

- Manage and supervise school procedures, instructional programs, and extracurricular activities to ensure a safe learning environment.
- Ensure compliance with school policies, laws and regulations that impact the educational program.
- Supervise school programs, evaluate instructional effectiveness and observe classes on a regular basis.
- Establish procedures for evaluation and selection of instructional materials and equipment, approving recommendations.
- Ensure a safe learning environment that encourages students to take responsibility for behavior.
- Establish a professional rapport with students, parents, and staff.
- Display a high ethical and professional behavior when working with students, parents and school personnel.
- Encourage teachers to be role models for students through professional behavior and demonstrating the importance and relevance of learning and accepting responsibility.
- Advise the Executive Director of certificated employees not meeting their contract obligations.
- Conduct regular meetings with teachers and perform observations and evaluations.
- Assume responsibility for the health and safety of students, staff and visitors.
- Work with the Superintendent to determine teacher assignments and schedules.
- Communicate regularly with parents, so as to create a cooperative relationship to support students.
- Use excellent written and oral English skills when communicating with students, parents and teachers.
- Ensure that attendance records and student performance data is properly recorded and accurately maintained.

- Work collaboratively with the Student Support and the special education department.
- Promote high expectations, demonstrate a caring attitude and establish an environment that supports high achievement in students.
- Uses positive and productive techniques for improving student behavior.
- Reports regularly to parents using a variety of strategies and is responsive to parental concerns.
- Enforces school rules, manages student behavior (including assigning of consequences), and maintains accurate records of student attendance, conduct and academic performance records.
- Maintains a daily visible presence in the classrooms, corridors and playgrounds.
- Provides direction to a variety of faculty, staff, and student programs and services; participates in formal and informal classroom visitations and observations; provides recommendations and suggestions for improvement as appropriate. Writes and reviews evaluations with staff in partnership with the Principal (within scope of certification).
- Analyzes and understands student assessment data and effectively uses it to inform actions within the school.
- Works in partnership with teachers to create and administer common formative assessments (benchmark tests) multiple times per year.
- Serves as a resource to staff in dealing with classroom management.
- Participates as needed in Individual Educational Plan meetings and Student Study Teams.
- Actively participates as a team member during meetings with faculty, staff and administration in reaching educational goals.
- Is enthusiastic, flexible and committed to students reaching high learning standards.
- Participate in the planning, posting and interviewing phases of hiring new staff

JOB REQUIREMENTS: Be capable of working extended hours to accommodate both administrative and non-administrative needs and maintain reliable attendance.

Education/Experience:

- A minimum of a bachelor's degree.
- A Master's Degree is preferred, but not required.
- California Administrative Services Credential or evidence of working toward this credential
- Pupil Personnel Services credential preferred is a plus.
- Prior experience as an administrator is highly preferred.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret history concepts and convey that meaning to students. Must be

capable of making decisions that can affect a student's educational process and emergency situations that may occur when working with students.

Physical Demands: 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. While performing the duties of this job, the employee is regularly required to talk and hear in order to communicate effectively with students, parents, administrators, staff and community members. The employee frequently is required to walk. The employee is required to be able to sit; use hands to keyboard, handle, or feel objects, tools, or controls; and reach with hands and arms and carry objects. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be capable of being mobile to move throughout the school facilities, grounds, and community settings.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

EVALUATION: Performance will be evaluated by the Superintendent.