

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRINCIPAL ON SPECIAL ASSIGNMENT / SECONDARY EDUCATION**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Secondary Education, assist in planning, organizing, monitoring and directing the operations of assigned 7-12 schools; serve as academic coach for assigned administrators; collaborate with other district administrators in developing and supporting the district's strategic goals and initiatives; support parent and community engagement at assigned schools; work with site administrators and other district personnel to support students' academic achievement; supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL FUNCTIONS:**

Assist in planning, organizing, controlling and directing the operations of assigned 7-12 schools; serve as academic coach for assigned administrators.

Collaborate with the administrators from other divisions in developing, implementing, and monitoring curriculum and professional development activities related to continuous improvement of student performance.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assist in the recruitment of vice principals and principals for secondary school assignments.

Assist site principals in implementing, monitoring, and assessing performance related to Common Core State Standards and other academic standards. Support each site's work in providing instruction and intervention to support students' college and career readiness.

Assist in the recruitment, coordination and supervision of business and community partnerships; provide support in planning and implementing partnership programs and projects.

Provide oversight and guidance to principals in the implementation of district initiatives and programs, including PBIS, Restorative Practices, and PLCs.

Coordinate, oversee and implement the District's Open Enrollment Parental Choice programs and the District's 7-12 inter- and intra-District transfers.

Assist site administrators in addressing and resolving parent/community questions and/or concerns.

Provide support to secondary school secretaries, data processors, and controllers and coordinate quarterly meetings with these groups; coordinate office staff for the Secondary Education Division.

Plan, coordinate and facilitate regular meetings for 7-12 vice principals.

Serve as liaison for secondary school safety programs and projects.

Assist in the creation and/or revision of Board Policies and Administrative Regulations.

Plan and coordinate the 7-12 academic achievement recognition and academic competition programs.

Oversee planning for district promotion and graduation ceremonies.

Provide technical expertise, information and assistance to the Associate Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Prepare and maintain a variety of narrative and data reports, records, and files related to assigned activities and personnel.

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

Participate in budget development activities and monitor assigned budgets.

Attend and conduct a variety of meetings as assigned; serve on a variety of District-wide committees.

Operate a computer and other relevant technology; drive a vehicle to various sites to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of the operations of 7-12 schools.

School safety.

Open Enrollment programs.

District and secondary school organization, operations, policies and objectives.

Curriculum and instructional strategies.

Recruitment, coordination and supervision of the District's business and community partnerships.

Oral and written communication skills.

Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned technology.

**ABILITY TO:**

- Assist in planning, organizing, controlling and directing the operations of assigned 7-12 schools.
- Serve as academic coach for an assigned group of site principals and vice principals.
- Collaborate with other administrators in developing and implementing curriculum and professional development activities related to improving student achievement.
- Supervise and evaluate the performance of assigned personnel.
- Oversee the implementation of curriculum and instructional strategies.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare and maintain comprehensive narrative and statistical reports.
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations.
- Move hands and fingers to operate a computer keyboard.
- See to read a variety of materials.
- Operate a computer and assigned office equipment.
- Operate a motor vehicle.

**EDUCATION AND EXPERIENCE REQUIRED:**

Master's degree; minimum of five years secondary teaching/counseling experience and minimum of three years of experience as an administrator of a secondary school.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Administrative Services Credential; Teaching Credential or other appropriate credential;  
Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Driving a vehicle to conduct work.