

ADELANTE CHARTER SCHOOL OF SANTA BARBARA

Job Description: Charter School Principal

The mission of ADELANTE CHARTER SCHOOL OF SANTA BARBARA is to develop bi-literate, multi-cultural students whose strong academic and cultural foundations prepare them to meaningfully participate and provide leadership in their families, their community and their world to create a more just and equitable society.

Founded in 1999, Adelante Charter School (ACS), has a total staff of full-time teachers serving approximately 290 students in Kindergarten through sixth grade. The school is governed by a Board of Directors that consists of 7-11 voting positions, and two non-voting members: the Principal and a board member of the Santa Barbara Unified School District.

TITLE

Charter School Principal: Dual Immersion Spanish/English

DESCRIPTION

Under direction of the Board of Directors, the Principal will serve as the chief administrative officer of the school as well as the instructional leader. In this role, the Principal will direct the formulation and implementation of operational procedures and practices for the Charter organization; plan, develop, and implement instructional objectives; implement procedures to evaluate instructional program effectiveness; assist in the planning and implementation of staff development and training programs; plan, develop, and carry out public and community relations programs and activities; and other related functions.

DISTINGUISHING CHARACTERISTICS

The Principal position requires an inspirational leader with a strong passion and vision in bilingual education and dual-immersion teaching. The Principal must have excellent communication skills in English and Spanish, and the drive and ability to establish, promote, and foster high academic achievement and respectful behavior. Decisions made by the Principal have a critical impact on the goals, organization and administration of educational programs and services of the charter organization. The job requires the ability to analyze and offer effective alternative strategies to complex issues. The Principal has supervisory responsibility for the planning, assigning, reviewing, and evaluating the quality and quantity of work of professionals, technical, and clerical employees. The Principal frequently meets with the Board of Directors, teachers, school district personnel, various parent organizational groups and community organizations to motivate and monitor the result objectives of the charter school operation.

This is a sedentary position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXAMPLES OF DUTIES

The Principal will be responsible for leadership, supervision, evaluation, improvement, public relations and community outreach, accountability and contract administration for Adelante Charter School. As the instructional leader and operational manager of ACS, the Principal will plan, design, and conduct follow-through strategies pertaining to curriculum development, charter development and alignment, and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community. The position requires collaborating with the Board of Directors and school staff in identifying educational and instructional needs, and in developing long and short range plans to improve the instructional process. The Principal will also plan, develop, organize, and administer support systems which provide optimal educational opportunities for elementary age pupils. As supervisor, the Principal will plan, develop, organize, conduct and maintain performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to district, state and national educational standards and goals. The Principal will collaborate with, direct, supervise, observe, assess and evaluate staff personnel performance, and establish and maintain a positive team building attitude with staff and parent organizational groups. The position requires the Principal to participate in the planning, development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employment agreements. The Principal will assist in the conduct of effective and efficient personnel management systems, including the recruitment, selection, and retention of personnel.

As chief administrator of ACS, the Principal will review, evaluate, requisition, purchase and allocate instructional supplies, materials and equipment. The position requires consultation and coordination with school and District personnel, parents and pupils pertaining to educational and behavior management problems and alternative problems and alternative problem solutions. The Principal will maintain responsibility for informing and collaborating with Board of Directors, school staff and parent organizations regarding school goals and objectives and the strategies utilized for achieving them. The position also requires participating in budget planning activities, and developing expenditure review and control procedures to ensure a cost beneficial and cost effective operational mode. The Principal will assume a leadership role in the functions and activities of site and participate in district committees and groups. As the organizational leader, the Principal will represent Adelante Charter School to community organizations and coordinate

student and family assistance programs with local social service and youth service agencies. In addition, the position requires managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines. The Principal will serve as a liaison to the Santa Barbara Unified School District to maintain a positive relationship.

QUALIFICATIONS

Expertise in:

- “Two-Way” Spanish/English Immersion Programs;
- Second language acquisition processes and methodologies;
- Culturally and linguistically responsive pedagogy;
- Practices and behaviors to effectively establish a respectful and equitable community in a highly diverse setting;
- Effective strategies to outreach and engage under-participatory families;
- Principles, techniques, strategies, goals, and objectives of public education;
- Procedures, methods, and strategies of organization, management and supervision;
- Philosophical economic, and legal aspects of public education;
- Modern innovative and creative curriculum and instructional trends regarding the elementary age child;
- Curriculum development, instructional program delivery strategies, and program supervision, assessment and evaluation;
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness;
- Human relations strategies, conflict resolution strategies, and team building principles and techniques.

Ability to:

- Communicate effectively in oral and written form in English and Spanish;
- Comfortably speak English or Spanish to large and small groups, included but not limited to students, teachers, parents, staff and community leaders;
- Direct, lead, and coordinate the multifaceted functions and activities of an elementary school facility;
- Demonstrate effective instructional, organizational and administrative leadership;
- Analyze problems, determine alternative solutions and make appropriate and effective decisions;
- Plan, develop and maintain effective organizational and civic relationships;
- Establish and maintain effective relationships with all constituencies within the diverse learning community.

EXPERIENCE AND EDUCATION

Experience:

- Five years of successful teaching experience, or the successful completion of a comprehensive administrative internship-training program, in a bilingual (English/Spanish) and ethnically diverse setting.
- Administrative experience is preferred.

Education:

- Equivalent to the completion of a Master of Arts or higher degree in educational administration, instructional technology, or a closely related field;
- Possession of a Bilingual Certificate of Competence (BCLAD) certificate or the equivalent;
- Current California Administrative credential is required.