

## CERTIFICATED JOB DESCRIPTION

<b>JOB TITLE:</b>	Superintendent/Principal	<b>LEVEL:</b> Management
<b>REPORTS TO:</b>	Charter Council	<b>EVALUATED BY:</b> Charter Council
Annual number of work days:	215	
Personal days:	10	
Qualifies for benefits:	Yes	

The Superintendent/Principal is responsible for administering the Charter School in all day-to-day operations, as well as facilitating the planning and implementation of long range goals for the School. The Superintendent/Principal works with the Charter Council, the District, students, parents, and community members and other governing bodies specified by local and state law.

**The Superintendent/Principal shall:**

- Provide critical leadership and support, as appropriate, in implementing the philosophy, goals, objectives and course of study of River Oak Charter School (ROCS). Encourage and ensure opportunities for parents, students and staff to participate in shared decision-making and in establishing new directions and goals.
- Organize, administer and direct operations of the school site. Assure proper management of materials, equipment, buildings and grounds.
- Plan, direct and monitor the fiscal operations at ROCS in accordance with Charter School policies and procedures.
- Provide for the selection, supervision, training and evaluation of all personnel.
- Communicate the importance of shared responsibility for the development of the whole school community. Communicate the vision and values of ROCS so that all members of the ROCS community understand their roles and contributions.
- Work in cooperation with the Charter Council, faculty, parents, and school staff and facilitate communication among these groups. Serves in an advisory capacity as the ex-officio to the Charter Council.
- Maintain professional competence and current knowledge of the educational field, especially Charter-related knowledge and Steiner-inspired methodology. Act as a liaison to the state and national Charter School associations and networks.
- Ensure compliance with all appropriate government regulations and oversee Charter renewal process. Regularly review, update, and maintain policies and procedures.
- In cooperation with the Office Manager and Business Manager, establish and maintain an effective system for managing all files and records regarding personnel, students, accounting, enrollment and other record systems as needed.
- Monitor and address student attendance, with the Office Manager, Attendance Secretary and a teacher liaison.
- Prepare class schedules in cooperation with the teachers, and assist them with total program evaluation of student services within ROCS, including special needs. Determine, with director of special education for UUSD, the administrative representative for IEP meetings.
- Act as direct liaison with UUSD and adhere to all MOU requirements with UUSD.
- Represent ROCS at professional meetings as required, and other agencies and financial institutions, including MCOE, and the Charter Division of CDE.
- Review and authorize all contracts entered into by ROCS in coordination with ROCS Charter Council when appropriate.
- In cooperation with the faculty and Charter Council, develop and actively maintain a program of public relations to further community understanding and support of the Charter School. Participate in community and school-wide education nights, festivals and ceremonies.
- Act as Title IX Coordinator, SST Coordinator, and Section 504 Coordinator.
- Establish a safe school environment for all students which respects individual differences and diversity.

Help with discipline challenges and special needs issues. Develop plans and procedures that assure the health, safety, conduct and welfare of students consistent with ROCS procedures and the due process rights of students. Plan, supervise and direct fire drills, earthquake drills, lockdown drills, and other emergency preparedness procedures as needed.

- Oversee free and reduced-price food program.
- Oversee State testing.
- Troubleshoot and manage crises when necessary.
- Oversee the budget, assure the proper allocation of funds for instructional and non-instructional equipment, materials, staff development and training.
- Oversee all legal and insurance issues.
- Investigate and secure funding sources for ROCS.
- Conduct classroom observation when needed and assure maintenance of high professional standards.
- In cooperation with the Business Manager, coordinate and maintain contracts and compensation packages for all employees.
- Model a high level of enthusiasm for work. Maintain visibility and an open-door policy.

#### **Qualifications/Requirements:**

The Superintendent/Principal must be able to perform the essential duties 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.

- Read, analyze, and interpret journals, educational reports, and legal documents.
- Respond to common inquires or complaints from students, educational agencies, or members of the community.
- Make presentations that conform to a prescribed style and format.
- Understand/be conversant in financial budgeting and accounting processes and projections.
- Effectively communicate with, and present information and give and receive feedback to management, staff, students, and/or Charter Council.
- Define problems, collect data, establish facts, and draw valid conclusions.

#### **Work Environment/Physical Demands:**

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

- Ability to talk or hear, stand, walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, climb or balance, stoop, kneel crouch, crawl, taste or smell.
- The employee must frequently lift and or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.
- Occasional duties required outside of regular work schedule including off site events.

#### **Education/Experience:**

The Superintendent/Principal is hired based on applicable public school and business experience. Five years of responsible teaching experience, including two years of administrative and supervisory responsibility preferred. A Bachelor's Degree and a valid California Administrative Services Credential are required and financial expertise is expected. Highly desirable: Waldorf Administration & Leadership training; Waldorf Teaching Certificate; public service experience.