

PRINCIPAL ON SPECIAL ASSIGNMENT

DEFINITION

Under the direction of the Superintendent and/or designee, the Principal on Special Assignment develops, implements, and coordinates projects for assigned areas and provides support to the overall instructional program.

ESSENTIAL FUNCTIONS

- Prepare, implement, and evaluate the effectiveness of assigned projects that directly address the district's mission, vision, values and Board priorities
- Serve as a key communicator, verbally and in writing, to explain purpose and scope of their assigned areas of responsibility
- Identify necessary resources and logistics that will adequately support project design and process for assigned areas
- Determine workflow for projects to ensure that the process is efficient and productive including roles and responsibilities, planned activities and timeframe
- Anticipate and mitigate potential barriers to the work and develops contingency plans that can help address problems that may arise
- Develop a sound strategy for project monitoring, which includes checks for quality and accuracy, as well as regular communication and feedback to immediate supervisor
- Work closely with staff from operational departments as needed to develop appropriate strategies for utilizing resources
- Collaboratively engage with internal and external partners in project design and process
- Consult with other school districts and the county office as necessary
- Lead or facilitate meetings with adequate agenda preparation and materials
- Coordinate and provide professional development for certificated and classified staff related to assigned projects and programs
- Utilize a Professional Learning Communities model of decision-making
- Support, promote and assist with implementation of Professional Learning Communities
- Collaborate and support the various district level departments to ensure program implementation and continuity in the assigned areas
- Collaborate and support school site leadership to increase effectiveness related to assigned programs and projects
- Promote equity, fairness and respect among all staff members
- Build a sense of teamwork, maintain high standards, demonstrate a positive attitude and be relentless in the pursuit of excellence
- Establish and maintain effective and cooperative relationships with management, other employees and persons contacted through the course of work
- Participate in District or site in-service training, as required
- Serve as part of the District's management team, maintaining effective and productive relationships with team members
- Perform other tasks and assume other responsibilities as assigned by the Superintendent and/or designee

## QUALIFICATIONS

### Knowledge of:

- State and federal program regulations and guidelines related to assigned areas
- Applicable laws, codes, regulations, policies, operations and procedures
- Common Core State Standards, curriculum and assessments
- Instructional-based technology, including latest developments and trends
- Effective evaluation practices, including the California Standards for the Teaching Profession
- Normal school routines and practices
- Professional Learning Communities
- Current instructional theory and practice
- Current successful personnel management and educational leadership strategies
- Budget development, maintenance and monitoring
- Effective leadership and supervision practices
- Effective oral and written communication skills

### Ability to:

- Obtain and provide the District with a complete Department of Motor Vehicles (DMV) Vehicle/Vessel Registration (VR) Information Record upon request
- Use good judgment in the application of District and school policies
- Perform effectively and efficiently in situations requiring tact, diplomacy and good judgment
- Communicate, enforce and follow District, state and federal rules, policies, regulations and laws Relate effectively with racially and ethnically diverse staff, students and community members
- Take initiative in identifying and systematically solving challenges/issues
- Demonstrate effective communication and interpersonal skills, both written and oral
- Demonstrate strong scheduling and organizational skills to meet demanding timelines and schedules
- Apply and explain rules, regulations, standards, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Effectively interpret and analyze data and/or assessments
- Prepare comprehensive narrative and statistical reports
- Analyze situations accurately and adopt an effective course of action

## EDUCATION

- Master's degree, including all courses needed to meet teaching and administrative credential requirements
- Recent training appropriate to position

## CREDENTIAL(S)

- General or Standard Administrative Services Credential
- Valid California Teaching or Services Credential

## EXPERIENCE

- Three years of successful teaching experience
- Three years administrative experience
- Experience working with staff, parents and community in a program improvement setting

## WORKING CONDITIONS

### Environment:

- Varies from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat
- Office environment: constant interruptions
- Outdoor environment: driving a personal vehicle to conduct work; visit school sites; travel to other organizations and companies; meetings and workshops

### Physical Abilities:

- Pre-employment physical
- Hearing and speaking to conduct group training, exchange information in person electronically and on the telephone
- Ability to read printed matter and computer screens
- Ability to understand speech at normal levels
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies
- Ability to lift and carry 30 pounds
- Ability to climb stairs, walk, and sit for extended periods of time
- Ability to climb a ladder for purposes of inspection when necessary
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies

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