

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **PRINCIPAL, SUMMER SCHOOL**

QUALIFICATIONS:

1. California elementary administrative credential
2. Recommendation of past evaluators and District administrators
3. Master's degree desirable

REPORTS TO: Director of Summer School

SUPERVISES: Certificated and classified staff assigned to school site

FUNCTION: To implement purposes of summer school program of instruction so that each child will realize maximum growth in most optimum physical and emotional environment

RESPONSIBILITY:

1. Utilizes available resources to develop instructional goals and objectives for summer school program
2. Develops master schedule of classes appropriate to needs of grades 1-7 students
3. Articulates efforts of staff and appropriate others in developing and implementing instructional strategies for meeting remediation and enrichment needs of students
4. Provides direction and supervision for staff in developing, implementing and monitoring methods and procedures for continual assessment of student needs

AUTHORITY:

1. Supervises school staff in development of goals and objectives based on pupil instructional needs; for achieving goals and objectives
2. Directs and supervises school staff in development of a master schedule of classes; assigns school staff to classes
3. Directs and/or monitors staff efforts to develop and use instructional objectives with students; directs and assists school staff in developing and implementing specific instructional strategies; supervises staff efforts and works with appropriate others in selection of materials to support summer school instructional program
4. Directs and assists school staff in determining specific remediation and enrichment needs of students; monitors staff efforts to assess pupil strengths and deficiencies

RESPONSIBILITY: continued

5. Involves school staff and appropriate others in utilizing available data to determine success of summer school program
6. Articulates staff efforts to monitor and communicate progress of students
7. Provides school climate which is responsive to students
8. Provides for staff development
9. Maintains buildings and grounds in safe and functional condition
10. Manages administration of budgets, records and reports
11. Implements Board of Education policies and administrative procedures as they relate to summer school

AUTHORITY: continued

5. Evaluates unit program in meeting assessed needs of students; directs school staff and involves appropriate others in implementing desired summer school program changes
6. Supervises use of test data as partial input for determining student placement in summer school program; directs and/or encourages staff to seek involvement of parents in placement and treatment of students; provides direction and support in staff efforts to communicate student progress
7. Implements and maintains operational procedures which tend to make school student oriented; deals directly with interpersonal conflicts occurring between students and between students and staff; suspends students through District policy
8. Plans and implements staff development activities; directs school staff
9. Plans and implements safety measures; makes reports and requests to appropriate others
10. Requires reports from staff; makes reports; assigns quotas and responsibilities to school staff
11. Directs school staff and cooperatively involves appropriate others in implementing Board of Education policies and administrative procedures as they relate to school; makes employment recommendations; evaluates all personnel assigned to school

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable