



EL TEJON UNIFIED SCHOOL DISTRICT

Katherine A. Kleier
District Superintendent

***CERTIFICATED JOB POSTING
FOR THE 2012-13 SCHOOL YEAR***

Pine Mountain Learning Center

6th - 7th Grade Combination, Full-time

Principal, Full-time

Please submit a letter of interest to the Superintendent
at the District Office by Wednesday, December 5, 2012.

El Tejon Unified School District

CERTIFICATED TEACHER

JOB DESCRIPTION:

Under the supervision of the school principal, or designee, the Certificated teacher is responsible for the instruction of students assigned including the progress of students toward standards of expected achievement, the instructional techniques and strategies to be utilized, the adherence to District established curricular objectives and the establishment and maintenance of a suitable learning environment. Teachers are responsible for the performance of such other duties as required to support the instructional program, the welfare of students within the school system and the teaching profession.

MAJOR DUTIES:

1. INSTRUCTION: Progress of Students Toward Standards of Expected Achievement.
 - 1.1 The teacher assesses the students' academic readiness, language proficiency, and cultural background, plans and provides instruction and learning activities, and accesses student performance to assure progress toward standards of expected student achievement.
 - 1.2 The teacher maintains accurate records of student performance to provide a method to access student progress toward standards of expected achievement.
 - 1.3 The teacher manages the student learning program both in class and outside class to assure progress towards standards of expected achievement.
2. INSTRUCTION: Instructional Techniques and Strategies Utilized:
 - 2.1 The teacher maintains his or her knowledge of students taught and instructional techniques relating to those subjects at a high level.
 - 2.2 The teacher maintains his or her skills relative to subjects taught and effective instructional techniques at a high level through participation in District and self-selected in-service training and educational progress designed to enhance those skills.
 - 2.3 The teacher plans instruction that incorporates appropriate strategies to meet the learning needs of all students.
 - 2.4 The teacher prepares lesson objectives and strategies previous to instruction in order to assure student understanding of the subject matter and high quality student learning.
 - 2.5 The teacher presents the instruction with enthusiasm and communicates value for the material taught.

- 2.6 The teacher plans for and utilizes techniques to motivate students to learn the materials taught.
- 2.7 The teacher uses instructional techniques which are appropriate to the lesson objectives, appropriate to students being taught, and effectively result in desired student learning outcomes.
- 2.8 The teacher addresses the needs of English learners and students with special needs to provide equitable access to the content.

3. INSTRUCTION: Adherence to Established Curricular Objectives

- 3.1 The teacher demonstrates knowledge of subject matter, academic content standards, and curriculum frame works. The teacher maintains a high level of knowledge of the approved curriculum, courses of study, and instructional materials relative to his/her assignment. The teacher plans and implements instruction which is consistent with the approved curriculum and course of study. The teacher utilizes standards aligned instructional materials, supplementary instructional materials and teacher developed instructional materials which are consistent with the approved curriculum and course of study.
- 3.2 The teacher applies knowledge of student development and proficiencies to ensure student understanding of subject matter.

4. INSTRUCTION: Establishment and Maintenance of a Suitable Learning Environment.

- 4.1 The teacher establishes and maintains a relationship of mutual respect with students assigned.
- 4.2 The teacher establishes, manages, and supervises the discipline of students under his/her supervision to promote effective learning and student safety and welfare.
- 4.3 The teacher manages the activities conducted under his/her supervision to promote effective learning; and student safety and welfare.
- 4.4 The teacher manages the room arrangement and room decoration under his/her control to promote effective learning and student safety and welfare.

5. OTHER DUTIES

- 5.1 The teacher completes required reports and inventories appropriate to his/her assignment.

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- 5.2 The teacher attends and participates in required staff and student meetings appropriate to his/her assignment.
- 5.3 The teacher supervises students in out-of-classroom assignments to promote student safety and welfare.
- 5.4 The teacher establishes professional goals and engages in continuous and purposeful professional development.
- 5.5 The teacher collaborates with colleagues to support teacher and student learning.
- 5.6 Teacher works with families to support student learning.
- 5.7 Teacher demonstrates professional responsibility, integrity and ethical conduct.
- 5.8 The teacher maintains positive working relationships with the parents of his/her students and keeps parents informed of student progress through such methods as required and teacher supplemental progress reports; parent conferences; back-to-school night; and open house.
- 5.9 The teacher maintains positive, professional working relationships with other employee within the school system.
- 5.10 The teacher plans and supervises the work of Instructional Aides with the students assigned to that teacher.
- 5.11 The teacher adheres to the duly approved rules and regulations adopted by the Board of Trustees and approved through the Certificated Master Agreement.
- 5.12 The teacher adheres to the professional Code of Ethics adopted by the State of California.
- 5.13 The teacher advises and supervises student clubs and class activities as appropriate to his/her assignment and subject to the limitations of the Certificated Master Agreement.
- 5.14 The teacher performs adjunct duties relative to student social, athletic, musical and dramatic events as appropriate to his/her assignment and subject to the limitations of the Certificated Master Agreement.

QUALIFICATIONS:

Possession of a current California Teacher Credential appropriate to the assignment.

El Tejon Unified School District
ELEMENTARY PRINCIPAL
Job Description

FUNCTION:

Under the administrative direction of the superintendent, responsible for the administration of all facets of the elementary school educational program directed toward the educational development of each student including the supervision of all certificated and classified staff and the implementation of curriculum and guidance at the school site. Cooperate with other district administrators and community groups in implementing district educational goals.

DUTIES AND RESPONSIBILITIES:

General Administration

- Provide direct supervision of all staff members at the elementary school site;
- Supervise and evaluate the work of certificated staff members, conducting classroom/teaching observations, preparing write-ups of the observations, discussing evaluation results with the teacher in accordance with timeframe of the certificated contract;
- Direct and evaluate the work of administrative support staff, provide leadership, establish guidelines and priorities and participate in the decision-making and implementation process;
- Oversee and ensure timely completion of the evaluation process for instructional aides;
- Plan and develop programs and procedures for implementing instruction, guidance, control of attendance, records, health, welfare, safety, discipline, schedules and student activities through involvement of appropriate personnel;
- Provide leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short-range plans for the school of assignment;
- Make recommendations to the superintendent concerning the welfare of the school;
Establish and strengthen support systems among communities, private, nonprofit, Federal, State, and local agencies to assist families in need of services, including, but not limited to: lunch program, medical care, counseling services, from governmental and non-governmental agencies to ensure student success.
- Plan, supervise and direct the business operation and school budgets throughout the year in accordance with district policies and procedures;
- Oversee and assist with development of annual class schedules, bell schedules and assignment of staff;
- Plan for the most effective use of curriculum materials, transportation, instructional supplies, equipment, building facilities and school grounds;
- Implement a management system that will result in the optimum use of school and community resources;
- Manage the proper maintenance and operation of the school plant;
- Monitor construction projects being conducted on the school site and act as liaison to Director of Maintenance and Operations;
- Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority;
- Manage ETTA and CSEA contracts as they relate to school site personnel;
- Participate in the formulation of district policies;
- Administer district policies;
- Perform other functions as assigned by the superintendent.

Instructional and Curricular Services

- Interpret and implement the district-approved curriculum program consistent with the individual school needs;
- Interpret school programs and curriculum to parents and community;
- Keep current in the fields of curriculum instruction and school management.

Communication

- Communicate the district's goals, procedures and objectives, and explain and interpret decisions of the Board of Education and the district administration:
 - ⇒ observe organizational channels of communication;
 - ⇒ and, be mindful of the need of staff and community for accurate and timely information.

ELEMENTARY PRINCIPAL JOB DESCRIPTION
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Personnel Administration

- Identify, provide, assign, and coordinate staff development opportunities;
- Cooperatively plan, coordinate and review the work of resource teachers and specialists;
- Direct and evaluate the performance of assigned personnel;
- Counsel and assist staff members as needed;
- Assign specific school responsibilities;
- Involve staff in appropriate decision-making processes;
- Recommend selection, placement, transfer, or dismissal of school site personnel.

Student Responsibilities

- Assign all students in such a way as to encourage their optimum growth;
- Make periodic appraisals of pupil progress;
- Identify student needs, develop procedures to meet these needs and periodically assess the total student activities program;
- Provide an appropriate educational climate for all students;
- Maintain up-to-date and complete cumulative records;
- Involve students in appropriate decision-making processes;
- Establish and implement disciplinary procedures in accordance with EC §48900 and district policy;
- Communicate and interact with students on a continuous basis, conferencing, counseling, monitoring and observing;
- Participate in, and attend, student events and activities.

Community Relations

- Interpret school programs and curriculum to parents and community;
- Promote understanding with community groups of school objectives and accomplishments;
- Represent the school in professional community groups.

SUPERVISION EXERCISED AND RECEIVED:

Under the immediate supervision of the superintendent

- Supervise assistant principal [if one is assigned], counselor [if one is assigned], secretary, librarian, custodians [during school hours], paraprofessionals, student supervisors, staff clerks, and teaching staff assigned to the school site.

MINIMUM QUALIFICATIONS:

<u>Credential</u>	Possess a current California administrative credential.
<u>Education</u>	Systematic training in curriculum and instruction, school administration and in related areas.
<u>Experience</u>	Successful experience in educational leadership, preferably as an assistant principal.
<u>Personal Qualities</u>	Ability to communicate effectively with staff, pupils, parents, community and representatives of other agencies; Leadership and organizational ability; Dependability, flexibility and good judgment; Ability to express ideas in oral and written communication; Ability to see for purposes of reading laws, rules, policies, etc., and observing students; Ability to hear and understand speech at normal levels; Ability to bend, twist, stoop, reach and stand/circulate for extended periods of time.

*The ETUSD will provide reasonable accommodations to qualified applicants and employees with disabilities.