

JOB DESCRIPTION

Job Title: Principal, Court/Community School (2320)

Job Summary:

The job of Court/Community School Principal is to provide educational and administrative leadership to the certificated staff, classified staff, and to students at the Tulare County Youth Facility and Juvenile Detention Facility; to plan, direct, and supervise the implementation of the instructional program for each student; and to interpret, explain, and implement Tulare County Office of Education policies and procedures relative to school operations and instruction.

Essential Duties:

Arranges staff development for the purpose of providing professional growth in the areas of literacy, numeracy, content delivery, vocational education, and innovative instructional practices;

Assists higher level administrative and supervisory personnel in correcting staff deficiencies and implementing disciplinary procedures;

Cooperate with other agencies such as Probation, CYA, Mental Health and various schools to communicate and articulate student information and services;

Establish educational plans to meet academic needs of individual students; determine the placement of and monitor delivery services for special needs students;

Supervise and evaluate teachers, instructional aides, and clerical staff for the purpose of monitoring and documenting the performance of their duties as outlined in their job description and Tulare County Office of Education policies and procedures;

Make recommendations to higher level administrative and supervisory personnel to ensure adequate staff and staffing levels;

Participate in the administration of budgets to monitor and approve expenditures relating to the court/community schools; and forecasting funds needed for staffing, equipment, materials, and supplies;

Plan instructional programs at the Youth Facility and Detention Facility to align state standards with program goals and individual student needs;

Prepare data for the purpose of presenting a variety of reports, records, and statistical data regarding assessments, attendance, transcripts, and other instructional needs and services;

Research innovative instructional strategies, programs and policies to analyze, recommend, and implement changes in school policies, procedures, and services;

Supervises instructional programs at the Youth Facility and Detention Facility to ensure the programs adhere to federal, state, and local laws, codes, and regulations pertaining to court/community school instructional programs;

Assist with development of required state plans including LCAP and SPSA;

Develop and run School Site Council meetings according to state and federal guidelines;

Perform other related duties as assigned;

Skills to:

coordinate an educational program with agencies including Probation, Mental Health, and CYA;
collect, interpret and evaluate narrative and statistical data pertaining to program assessment, fiscal and management matters;

communicate effectively in public meetings to present findings, recommendations, and policies;

gain cooperation through discussion and persuasion;

establish and maintain effective working relationships with those contacted in the course of work;

Knowledge of:

K-12 school curriculum;

successful instructional practices for the adjudicated youth;

successful discipline practices for the adjudicated youth;

