Date Adopted:	6/17/14
Range:	136
Certificated:	MGMT
FLSA:	Exempt

Job Description: PRINCIPAL, CREATIVE CONNECTIONS ARTS ACADEMY (CCAA) K-12

BASIC FUNCTION

Under general direction of the Executive Director Secondary Education or designee, for the following services: programs, operations and personnel for the site; assure safe and positive learning environment for the students and staff. Provide visionary and instructional site leadership in developing, implementing, and coordinating the site's visual and performing arts program of instruction in dance, music, theatre and visual arts.

ESSENTIAL JOB FUNCTIONS (may include, but not limited to the following)

- Coordinate the development and implementation of a strategic plan for an articulated K-12 arts program.
- Plan, organize, control and direct instructional activities, extracurricular events, special programs and school site operations at an assigned site;
- Develop implementation strategies to infuse the arts into core curriculum across grade levels.
- Engage in professional internal and external relations with the board, donors and local and national community demonstrating the school is well managed and in legal compliance with the charter contract.
- Confer with District Office personnel regarding staff, programs, students, finances and legal requirements;
- Implement and modify the school's mission, goals, objectives and programs as needed. Interview, select, direct, evaluate and supervise certificated and classified personnel; assign Vice Principal, faculty, Counselors and other staff as appropriate to meet school objectives.
- Report the oversight and monitoring of the charter renewal process.
- Develop and implement a comprehensive, long-term professional development for teachers, targeting focus areas integrating the arts into core academic subjects.
- Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance. Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.
- Plan and direct the business operations of the school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements.

- Analyze data, develop and implement plans for instructional improvement growing out of program assessment.
- Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.
- Establish and maintain partnerships with interested parties to leverage resources for arts education.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Supervise or provide for supervision of students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines. Assure the health, safety and welfare of students.
- Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
- Coordinate the maintenance and operations of the school site; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; conduct student/parent appeals; attend IEP and other meetings as assigned;
- Respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
- Maintain effective and strong working relationships with the charter authorizers, board and community
- Serve as ambassador and advocate of the school's mission, representing the organization and school at local, state, and national events.
- Inform the school community about the unique qualities of the school's learning environment.
- Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.
- Direct the maintenance of comprehensive files pertaining to school personnel, site facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.

QUALIFICATIONS:

Knowledge of:

- Thorough understanding of the Common Core State Standards.
- Comprehensive organization, activities, goals and objectives of a school site
- School law administration, applicable sections of the State Education Code and other applicable laws.

- State and local curriculum requirements.
- Charter school requirements and laws.
- Board and District policies, procedures and regulations.
- Labor relations law and employee contracts.
- State school site requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Basic computer operation.

Ability to:

- Plan, organize and direct the operations and personnel of assigned site.
- Disaggregate school performance data for purposes of program improvement and implementation of school-wide reform.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct personnel, the school site, budget, student services and activities, curriculum instruction, communications and articulation.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual and regular attendance.

CREDENTIAL

Valid California Administrative Services Credential required.

EDUCATION AND EXPERIENCE

A minimum of five years teaching experience required. Experience in the visual and performing arts preferred. Demonstrated record of success raising student achievement in an urban school setting that provides an outstanding education for its students.

LICENSE *AND OTHER REQUIREMENTS*

Valid California Class C driver's license and proof of insurance required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

Physical Abilities

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

Hazards

None identified