

**GRIZZLY CHALLENGE CHARTER SCHOOL
POSITION DESCRIPTION**

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| TITLE: | Director/Principal | DATE APPROVED: | April 2022 |
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BASIC FUNCTION:

The Director/Principal shall be the Chief Executive Officer (CEO) of the Charter, responsible for the effective operation of the Charter; general administration of all instructional, business, or other functions of the Charter; and for advising and making recommendations to the Board of Directors and authorizer concerning such activities. The Director/Principal shall perform all the duties and accept all of the responsibilities required of a Charter Director as prescribed by the Education Laws of the State of California, the rules and regulations of the California State Board of Education; laws and regulations of the United States; statutes of the State of California; and the policies, rules, and regulations established by the Charter's Board of Directors. The Director/Principal is the primary contact with the County Superintendent of Schools, Board of Directors, Authorizer, and National Guard Director.

ESSENTIAL DUTIES:

Plan, organize, and monitor the instructional operations, activities, and programs of Grizzly Challenge Charter School. Maintain related timelines and priorities. Monitor the day-to-day activities. Assure activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.

Coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions. Lead the development and implementation of school programs, projects, services, plans, strategies, goals, and objectives.

Directly or indirectly supervise and evaluate the performance of all Grizzly Challenge Charter School personnel. Lead the selection process for new employees and recommendations for transfers, reassignment, termination, and disciplinary actions. Lead the coordination of subordinate work assignments and schedules, and review work to ensure compliance with established standards, requirements, and procedures. Ensure and facilitate employee understanding of specified requirements.

Lead in coordinating communications and information between teachers, administrators, staff, National Guard, parents, law enforcement agencies, board of directors, authorizer, outside organizations, and the public to meet the needs of students and ensure smooth and efficient school operations and activities. Lead the receipt, evaluation and resolution of student, National Guard, parental, and staff issues, conflicts, and complaints.

Implement instructional programs and activities to ensure compliance with established curriculum requirements. Lead activities to enhance faculty and staff understanding of educational practices, instructional material guidelines and requirements, curriculum standards, and instructional strategies.

Direct and participate in activities related to the discipline of students according to established policies, requirements, and procedures. Attend conferences, meetings, and other events related to student discipline, and implement or provide recommendations concerning disciplinary actions.

Lead monitoring and evaluation of school programs, policies, and procedures for educational effectiveness and operational efficiency. Lead developing, implementing, and modifying programs, policies, and procedures to enhance the educational effectiveness and operational efficiency of school operations and activities.

Lead the coordination of enrollment and orientation sessions for new students. Lead student understanding of school standards, requirements, practices, policies, and procedures. Serve as the primary liaison with the National Guard in reviewing student application files, communicating school and student issues, and participating in the Grizzly Youth Academy discipline process.

Assure adequate instructional facilities and resources to meet student needs. Facilitate facilities maintenance and repairs.

Under the direction of the California Department of Education, board of directors, and authorizer, prepare and maintain records and reports related to students, attendance, plans, programs, discipline, and activities. Lead the preparation of notices, handbooks, and other informational materials.

At the direction of the California Department of Education, the board of directors, and authorizer, communicate with administrators, personnel, and outside organizations to exchange information, coordinate activities and programs, and resolve issues or concerns. Facilitate the referral of students and families to community resources and other external agencies as appropriate.

Operate office equipment, including a computer and software. Drive a vehicle to conduct work.

Attend and conduct meetings with the Superintendent's Council, California Department of Education, Charter Authorizer's Association, and other appropriate agencies. Coordinate, arrange and attend National Guard parent-teacher conferences and ensure resolution of related issues and conflicts. Attend and participate in boards, committees, and commissions as requested by the California Department of Education, board of directors, or authorizer.

OTHER DUTIES;

Perform related duties as assigned.

KNOWLEDGE OF:

Planning, organization and direction of the instructional operations, activities and programs of Grizzly Challenge Charter School.

Applicable sections of the State Education Code.

Curriculum standards, interpretation and application in Grizzly Challenge Charter School programs.

Local, State and federal standards and requirements governing Charter Schools.

Grizzly Challenge Charter School policies and procedures concerning student discipline.

Instructional strategies related to Grizzly Challenge Charter School.

Comprehensive organization, activities, goals and objectives of school programs.

Principles, practices and procedures involved in the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals and objectives.

Problems and concerns of students with special needs.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control, and direct the instructional operations, activities, and programs of Grizzly Challenge Charter School.

Coordinate and direct communications, personnel, information, curriculum implementation, and student discipline and assessment functions to meet Grizzly Challenge Charter School needs and assure smooth and efficient school activities.

Supervise and evaluate the performance of assigned personnel.

Oversee the development and implementation of Grizzly Challenge Charter School programs, projects, services, plans, strategies, goals, and objectives.

Receive, evaluate and resolve National Guard, parental, administrative and staff issues, conflicts, and complaints related to Grizzly Challenge Charter School.

Administer and monitor instructional programs and activities to assure compliance with established curriculum standards and requirements.

Attend conferences and other events related to student discipline, and implement or provide recommendations concerning disciplinary actions as assigned.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt a practical course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in preparing and maintaining various reports, records, and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination or equivalent to a master's degree in education or related field and five years of leadership experience.

Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents; the community; and within a political structure.

Demonstrated successful experience in school administration and supervision.

Established broad-based experience in public education specific to charters.

Exhibited working knowledge of human resources, curriculum and assessment of middle and high school level management, including alternative education.

Demonstrated adherence to the highest standards of ethical conduct and professionalism.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Administrative Services Credential.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information.

HAZARDS:

Contact with dissatisfied and abusive individuals and aggressive student behavior.

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| Revised | April 20, 2022 |
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