

PRINCIPAL, COURT AND COMMUNITY SCHOOLS

SAN MATEO COUNTY OFFICE OF EDUCATION
PRINCIPAL, COURT AND COMMUNITY SCHOOLS
EDUCATIONAL SERVICES DIVISION

JOB SUMMARY:

as assigned

REQUIRED QUALIFICATIONS :

EDUCATION & EXPERIENCE:

- x Master's degree or equivalent from an accredited college or university in education or related field;
- x Increasingly responsible administrative experience working with educational programs and services;
- x Experience working with Students of Color, English Learners, Students with Disabilities, and students living in poverty and supporting schools in their efforts to improve the achievement of all students;
- x Experience as a site administrator and/or district office administrator in a middle or high school district preferred;
- x Teaching experience at the grades 1-20 level preferred.

LICENSES AND OTHER REQUIREMENTS:

- x Valid Administrative Services Credential.

ESSENTIAL DUTIES:

- x Oversee, manage, and direct all aspects of the Juvenile Court and Community Schools' programs;
- x Lead the effort to provide an effective instructional program for students including development, design and implementation of appropriate assessment, curriculum and instructional strategies
- x Oversee the development, implementation and monitoring of various required plans including LCAP, SPSA and CPM;
- x Supervise, and evaluate teaching and support staff;
- x Develop and maintain cooperative working relationships with the San Mateo County Probation Department, school districts, various agencies and the general public;
- x Prepare and present a variety of reports, records, and statistical data regarding school activities, attendance, physical maintenance, and instructional needs and services;
- x Plan, prepare, and monitor Juvenile Court and Community Schools' budgets;
- x Design, implement, and monitor admissions, policies, intake process, attendance rules and regulations, policies, procedures, and service programs;
- x Oversee and monitor the efficient and effective operation of physical systems and security of the Court and Community Schools;

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- x Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- x Principles, theories, practices, methods, and techniques used in classroom instruction for Juvenile Court wards and at-risk students;
- x Federal, state and local laws, codes, ordinances, and regulations as they pertain to Juvenile Court and Community Schools;
- x Evaluation and assessment techniques used to determine effective teaching and instructional methods;
- x Management principles and practices in relationship to budget administration, purchasing, financial administration, and records system maintenance;
- x School attendance rules and regulations, planning, evaluation, and monitoring techniques, funding sources and reporting regulations.

SKILLS AND ABILITY TO:

- x Provide leadership in the areas of curriculum and instruction;
- x Plan, develop, and manage the Juvenile Court and Community Schools' program;
- x Build and motivate effective learning/counseling rehabilitation teams
- x Plan, prepare, and monitor contracts, leases, and other agreements within the prescribed guidelines;
- x Interpret and manage laws, codes, and regulations as they pertain to Court and Community Schools' program;
- x Facilitate meetings with positive outcomes;
- x Manage conflicts in a productive and timely manner;
- x Work effectively as part of a team;
- x Analyze situations accurately and adopt effective courses of action;
- x Work independently with little direction;
- x Prepare and maintain various records, reports, and files.

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