

<b>Location:</b>	<b>Metropolitan Education District (MetroED)          Silicon Valley Adult Education (SVAE)          760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Superintendent</b>
<b>Classification:</b>	<b>Certificated Management</b>
<b>Date Approved:</b>	<b>10/14/87</b>
<b>Dates Revised:</b>	<b>7/89, 3/8/00</b>
<b>Position Control:</b>	<b>#140004, Salary Schedule 10, Range 21, Work Year 220 Days</b>

**POSITION DESCRIPTION:**

Under the general direction of the Superintendent, the Principal promotes a school culture which sets high expectations and standards for career/technical **or adult education students**, academic learning and the social development of all students; articulates and implements a clear vision for SVAE for all students and staff; and provides leadership to the staff in the administration of SVAE programs consistent with the mission and goals of the Metropolitan Education District (MetroED).

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Responsible for the effective administration of all sites, programs and personnel in designated area
- Responsible for developing programs, courses to meet the needs of students and its participating districts
- Provides leadership to bring about effective teaching, learning and positive student outcomes
- Establishes criteria for the selection, retention and evaluation of personnel within their area of responsibility, cooperates in solving problems arising from joint use of facilities
- Uses a leadership style that is open, collaborative, inclusive and supportive resulting in positive working relationships and climate
- Responsible for currency of course content and delivery
- Enthusiastically pursues positive change in course and program offerings, in cooperation with advisory groups, operating committees and the community
- Administers a supportive student personnel system that promotes positive student outcomes
- Works cooperatively with administration to develop and monitor an effective student progress and outcome accountability system
- Proactively seeks to develop collaborative relationships with MetroED and with its partners
- Supervises and evaluates certificated and classified personnel within their area of supervision
- Administers and monitors the fiscal, human and physical resources within their area of supervision
- Supervises and administers the maintenance of record-keeping including but not limited to attendance, registration records and student accountability, and other duties as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- MetroED Board policies and procedures;
- Governmental budget, accounting and other fiscal principles and practices;
- Local, State and Federal rules, laws and practices as it pertains to education.

### **Ability to:**

- Plan, organize, implement and direct the operation of a computerized attendance system
- Direct and supervise appropriate staff (administrative and classified)
- Remain sensitive to the needs of students and staff
- Provide effective leadership in the supervision, evaluation and development of District personnel
- Provide effective leadership for developing the District's total program, delegating or assigning to qualified staff the appropriate responsibility and authority for executing functions or programs, and developing organizational plans and structures that support the implementation of educational programs
- Provide effective leadership in communicating special needs of the District to other public entities and to the private sector
- Provide effective leadership in the application of the latest research within the educational operations of the District
- Function in a high pressure situations;
- Exhibit effective interpersonal skills
- Work well in a culture of diversity

## **MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

### **Experience:**

- Four (4) years of administrative experience in secondary, vocational or adult education
- Three (3) years of teaching experience

### **Education and Credentials:**

- California Administrative Services Credential
- Bachelors' degree (Masters Degree preferred) with a major in education, administration or related field
- California Teaching Credential

### **License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

### **Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature