

Geyserville New Tech Academy/Buena Vista Principal/Teacher on Special Assignment

Summary:

The position of *Geyserville New Tech Academy/Buena Vista Principal/TOSA* is directly responsible to the superintendent of Geyserville Unified School District for the leadership of the campus and for managing an accountability system consistent with the district's philosophies, policies and procedures for the campus staff, parents and students. The Principal is responsible for the supervision and outcome of all aspects of the educational program. The Principal must be prepared to continue to innovate and support the implementation and continuous improvement of a national model supported by The New Tech Network for middle/high schools in the areas of educational leadership, school management, professional responsibilities, professional relationships and student relationships.

Essential Duties and Responsibilities:

(NOTE: This listing may not include all of the duties performed by this position.)

New Tech Network

- Implements the Geyserville New Tech Academy model, as measured by the NTN School Success Rubric;
- Provides leadership to the staff in establishing a strategic vision and plan aligned to academic goals for Geyserville New Tech Academy;
- Implements school-wide student-centered, project and problem-based learning tied to common core and state standards;
- Provides instructional leadership to all staff and assures integration and cooperation between curricular areas;
- Commits to developing a culture of trust, respect and responsibility among students, teachers, staff and the GNTA community;
- Participates with significant higher education and business partnerships to support college courses, internships and community service experiences for students;
- Implements a technology infrastructure that supports the curriculum and the culture of the National New Tech Network;
- Advances educational reform by contributing to New Tech Network activities;
- Commits to the school-wide implementation of the Geyserville New Tech Academy Learning System (ECHO) tools and curriculum;

Personnel

- Supervises and evaluates the performance of all assigned personnel (including substitutes, aides and other classified personnel; shared with Superintendent) in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential;
- Identifies, provides, assigns, and coordinates professional growth opportunities for teaching personnel within the schools;
- Supervises completion of annual mandated trainings;
- Maintains regular attendance and punctuality;
- Maintains and oversees school site budget;

Career Technical Education

- Keep track of students in pathways for College and Career Indicator (CCI) reporting;
- Provide College and Career exploration through classroom presentations during Advisory and one-on-one guidance/counseling;
- CTE Classroom presentations (collaborating with school counselors) on College applications, FAFSA, Graduation requirements, A-G requirements, Industry Certifications and Course selection/transcript analysis;
- Maintain a continuous effort to be aware of student achievement, aptitude, ability and interest, through the process of personal interviews and interpretation of test results;
- Collects data and information regarding pathway completers and CTE Dual Enrollment courses participation;
- Manages career related guidance information and assessment to students, assessing student needs and goals through surveys and career interest profiler software;
- Participates in supporting in CTE related activities such as Professional development, advisory meetings, in-services, competitions, etc.;
- Assist students to explore education and career options and develop longitudinal action plan to support student long-range goals;
- Assist students in gathering information from a variety of sources to permit them to explore potential careers, or to help them make career-related decisions;
- Serve as a resource to members of the school staff who seek assistance in career guidance and planning for students;
- Collaborate with High School teachers in developing school-wide programs and offerings that align with colleges, universities, technical schools and certification programs;
- Prepare and make public presentations relating to CTE;

Students

- Develops school plans and organizational procedures for health, safety, discipline and conduct of students as established in District procedures;
- Implements plans for the control of student discipline and conduct.
- Sets up and takes part in parent conferences;
- Arranges and meets with prospective students and parents – performs background check;
- Monitor student attendance and effect on academic program;
- Oversees the Alternative Education Program – works closely with the assigned teacher;
- Oversee special education programs and services on campus such as 504s and/or IEPs;
- Coordinates SAT's, AP exams, CAASPP testing;
- Works with SRJC regarding Doyle scholarships, counseling, dual enrollment;
- Prepares the Master Schedule for staff/students and schedules students into appropriate classes;
- Coordinates new student orientation and visit of 5th graders to school site in the Spring;
- Provide one-on-one counseling to all students as necessary;
- Coordinates choosing DAR candidate, Boys' State and Girls' State Representatives;
- Runs evening financial aid meeting for parents;
- Supervise all home games as administrator in charge;
- Direct and assist with extra-curricular activities, including dances, assemblies, etc.;
- Supervise grade reporting, progress reports, and attendance reporting;

Administrative

- Attend monthly School Board meetings;
- Help with WASC;
- Run Site Council Meetings;
- Attend Boosters, Geyserville Educational Foundation, DELAC, etc. meetings;
- Run staff meetings in accordance with GTA contract;
- Oversee planning and oversight of Exhibit Night (Open House);
- Use Parent-Square Communication System;
- Serve as liaison between the Superintendent and Special Program personnel (i.e.: Music consultant, Art consultant, resource teacher, migrant education, etc. ;)
- Oversee SMAA duties and activities;
- Coordinate Homeless Liaison responsibilities with the Superintendent;
- Keep the Superintendent fully informed regarding problems on campus;
- Coordinate field trips, which includes working with staff and the transportation department;
- Maintain extra-duty, extra-curricular staff assignments;
- Oversee all correspondence between the school and parents;
- Perform related duties consistent with the scope and intent of the position.

Supervisor Responsibilities:

All assigned campus personnel.

School Model – Geyserville New Tech Academy incorporates technology as a way of engaging students in rigorous academics. This is **not** a technology school; rather it is a college preparatory school that presents content **through the use of technology**.

The curriculum is **project- and problem-based learning**, focused on content standards and specific, articulated academic, workplace and citizenship skills. High expectations exist for all students. Assessment is authentic and based on State, District, and school-wide standards. Staff works to integrate curriculum across traditional subject boundaries.

Buena Vista High School provides students with rigorous alternative pathways to graduation and a diploma by utilizing online technologies and respecting students' needs outside the classroom.

School Culture – Students and staff feel known and respected in an environment that promotes professional relationships based on trust, respect and responsibility. Students and staff take ownership and pride in their school and work together to solve problems. Leadership encourages communication, collaboration, contribution, and staff commitment.

Technology – The campus is fully networked with current business standard technology and maintains a 1:1 student/computer ratio. Technology plays a significant role in supporting and reinforcing the curricular model. Students, staff, and parents use technology on a daily (continuous) basis as a tool for learning, communication and collaboration. Parents use technology to access student work, daily assignments, course agendas and grades.

Partnerships – The campus is looking to form active partnerships with local businesses, educational institutions, and community groups that support the campus with their involvement, with financial support, and with input into the students' learning outcomes.

Leadership – The Principal provides leadership in curriculum, instruction, and campus culture; shares leadership and builds partnerships; uses multiple sources of data to improve student achievement; and links project-based and problem-based learning with school improvement plans.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge and Skills

The position requires knowledge of the general principles of leadership, management, instructional and personnel administration. Knowledge of parental engagement strategies and student assessment systems is essential. The Principal demonstrates knowledge and competencies in Standards aligned project and problem based unit development with a commitment to implementation and continued enhancement. The Principal must have a commitment to, knowledge of, and competencies in inclusion of all students. The Principal must have an understanding of school, District and county organization. Knowledge of technologically appropriate applications of instructional practices and procedures is required.

Abilities

The Principal must demonstrate leadership and an ability to implement the New Tech Network model. The Principal will demonstrate a philosophical commitment to focused, project-based and problem-based learning and the ability to institute and maintain a systematic policy and process for student discipline and management of the learning environment. The position requires the ability to prepare summaries and reports and justify potential challenges, collect, analyze and present complex data, evaluate alternative solutions and prepare sound recommendations based on data. The Principal must be able to communicate effectively orally and in writing. The position requires collaborative leadership and teambuilding, distribution of leadership among administrators, teachers, staff, parents, students and community members, and the Principal must have the ability to work as an integral part of the District Administrative Team.

Physical Abilities

Work includes duties in office, school and community environments. Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work and sufficient auditory ability to carry on conversations in person with large audiences, one-on-one, and over the telephone. Requires sufficient capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations, and sufficient arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

Education and Experience

The successful candidate must demonstrate the following:

- Education – Must hold a valid California administrative services credential and appropriate endorsements and/or meet Western Association of Schools and Colleges accreditation standards. A Master's Degree is preferred.
- Experience – Three years of administrative experience at building level preferred. Must have at least three years of successful teaching experiences. A working knowledge of small school infrastructure, elements of Career Technical Education learning environments, and distributive leadership models is preferable.
- Bilingual/Bi-literate English/Spanish is highly desirable.

Clearances, Certificates & Licenses:

- Fingerprint and TB Clearance.
- Valid Driver's License.