



Principal- Certificated

OVERVIEW:

Though 9 in 10 Latino young adults say a college degree is important for success in life, fewer than 15% age 25 or older hold a bachelor's degree. Voices College-Bound Language Academies exist to change that. Founded in 2006 by East San Jose native and National Board Certified Teacher Frances Teso, Voices is a public charter school network with a mission to prepare all students for the challenges of higher education through the context of an academically rigorous dual-language program. With the Voices dual-immersion model, students receive 80% of instruction in Spanish and 20% in English starting in kindergarten. The percentages shift by 10% per year until reaching 50:50 in third grade. As a result, every student, regardless of home language, graduates fully bicultural, bilingual and biliterate in English and Spanish. In 2016-17, Voices will operate three public charter schools: Voices-Franklin McKinley School District (K-8), Voices-Morgan Hill and Voices-Mt. Pleasant (both Transitional Kindergarten - 2nd, growing to Transitional Kindergarten - 8th). As we expand to serve more traditionally underserved students in Santa Clara county and surrounding counties, Voices seeks additional team members who share a commitment to its mission and believe joyful learning and world-class academic preparation are not mutually exclusive.

ROLE SUMMARY:

The Principal has primary responsibility for the day-to-day management of the school and will be responsible for Voice's academic, operational, fiscal, and organizational management and success. This includes supervising instruction and conducting the evaluation program for all staff.

The Principal is also the instructional leader of the school and will manage change, including motivating and leading individuals and groups. Leadership must be provided to the students, staff and parents in order to achieve high outcomes.

The Principal interacts extensively with teachers, staff, students, parents, the Executive Director (ED), Board members and the community through site-based management. This interaction will include providing guidance and support in the classroom as appropriate. The Principal must be committed to pursuing the Charter goals and to achieving the best education possible for all of Voices' students. Additionally, the Principal will be expected to meet specific performance objectives which may include such areas as academic, financial and diversity goals in accordance with the Charter.

KEY RESPONSIBILITIES:

1. Duties related to the Board

- Submits to the ED recommendations relative to all matters requiring Board action or attention, together with the materials needed for informed decisions
- Reports on school operations

2. Duties related to Staff

- Select, train, supervise and evaluate staff. Develop and implement a school-wide and individual staff development plan. Provide ongoing support and coaching to teachers to help them meet their individual professional development plan goals.
- Coordinates the work of all school educators and volunteer staff
- Directs the employment and assignment of administrative staff and coordinates administrative staff activities
- Advise the ED regarding the leave, classification, resignation, promotion, suspension or dismissal of school employees
- Assigns personnel within the school in accordance with Board policy
- Arranges for the evaluation of each staff member and identifies appropriate opportunities for continued professional development
- Maintains appropriate channels of communication within the school and ensures that staff is informed about relevant federal, state, and county laws, policies, regulations and procedures, and matters related to the improvement and welfare of the school
- Plans, leads, and conducts staff professional development and staff meetings

3. Duties related to students and the educational program

- Serve as the chief educational leader, including ensuring that the school mission and instructional program are being effectively implemented in each classroom
- Monitor the school's instructional and operational accountability, including collecting, analyzing, and reporting school and student performance data. Use this data to develop school priorities and to drive decision-making.
- Enforces compulsory attendance laws
- Continuously observes the instructional program and provides the ED with regular evaluations of school programs and student progress
- Studies the curriculum and makes decisions regarding the course of study, major changes and time schedules, and sound innovative programs
- Under appropriate circumstances, recommends to the Board a student's suspension or expulsion
- Participates in student study teams and IEP meetings

4. Duties related to Non-instructional Operations

- Causes to be maintained and updated adequate census and scholastic records, business and property records, and personal records as applicable
- Annually prepares and submits to the ED the school's budget for the upcoming year, revises this budget or takes other related action as the Board /ED designates
- Approves all expenditures in accordance with Board policy and within Board-approved appropriate limits
- Makes recommendations to the ED regarding the maintenance, safety, improvement and/or expansion of school facilities, sites, equipment and transportation services.

- Manage and/or oversee all daily school operations, including student admissions and discipline, facilities, food service, front office, school scheduling, etc.

5. Duties related to the Community

- Represents and advocates for the Board in relationships with city, county and state governments, private agencies, and the school community
- Sees that the community is informed about school matters through appropriate informational materials
- Serves on local committees such as ELAC, SSC, Schools Leadership, etc.
- Participates in appropriate community organizations and functions to obtain support for the attainment of school goals
- Hears complaints against the school and solves controversies between employees or between employees and students or parents/guardians
- Develop and maintain cooperative, collaborative working relationships with and among various stakeholders, including staff, students, families, Board members, District personnel, and the broader community
- Facilitate and build community among people from diverse backgrounds and perspectives

Complete All Other Duties as Assigned and Necessary

MINIMUM REQUIREMENTS:

- BA/BS Degree in Education or related field
- California Teaching Credential and demonstrated classroom level achievement results
- Proven commitment to the education of children of color from diverse ethnic and socioeconomic backgrounds
- Expertise with teaching English Language Learners
- Skill in fiscal management
- Excellent organizational skills (multi-task, set priorities, accomplish tasks in timely manner)
- Understanding and commitment to Voices's mission and vision
- Strong conflict resolution, problem-solving, and judgment skills
- Excellent, demonstrated oral and written communication skills
- Excellent interpersonal skills, including the ability to listen and be responsive to community partners, professional advisors, funders, Voices staff, Board of Directors, and parents, etc
- Experience or strong interest in public education, social justice and equity
- Bilingual (English/Spanish) fluency
- Knowledge of Microsoft Office (Word, Excel, Power Point), spreadsheets and databases.
- Commitment to work in an innovative and mission driven school environment
- A leader with strong management skills and entrepreneurial passion and thinker
- Tolerates high level of stress
- First Aid/CPR Certified
- Valid TB Clearance
- Clear criminal Background/Fingerprint clearance

PREFERRED QUALIFICATIONS:

- California charter school leadership experience or familiarity with California charter schools regulations, laws, and funding
- Masters degree in Education, Administration, Organizational Management, a related field, or equivalent experience
- Successful completion of results-oriented leadership training program (ex. Innovate Fellowship, NLNS)
- Experience in business management
- Tier II Administration Credential

WORKING CONDITIONS:

- Regular requirement to stand, sit, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch
- Lift and carry objects weighing up to 50 lbs.
- Occasional exposure to blood, bodily fluids and tissue
- Interaction with unruly children
- Evening and or weekend work
- Occasional travel

PRIOR TO EMPLOYMENT: Once an offer has been extended, a candidate must meet the following criteria to receive a final agreement:

- First Aid/CPR Certification
- Employment Eligibility
- Criminal Background Check
- Valid TB Clearance

KEY COMPENSATION:

- Highly competitive salary
- Medical benefits including STRS
- Exceptional growth opportunities
- Reports directly to Executive Director
- Full-Time, Exempt Position
- At-Will Agreement

Voices College-Bound Language Academy is an equal opportunity employer.

It is the policy of VOICES to afford equal employment and advancement opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, ethnicity, ancestry, sex, sexual orientation, age, physical or mental disability, marital status, citizenship status, medical condition, or any other legally protected status.