JOB SUMMARY:
Serves as the educational leader of a school, responsible for managing policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved school's curricula and mission. Works collaboratively to direct and nurture all members of the school staff and communicates effectively with parents. Schedules and develops curriculum and extracurricular activities. Supervises and develops faculty and staff. Oversees emergency procedures and facility operations.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>% TIME</th>
<th>E/M/NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Manages, evaluates and supervises effective and clear procedures for operation and functioning of school consistent with philosophy, mission, values and goals of school including instructional programs (both online and traditional learning), extracurricular activities, student discipline systems, program evaluation, staff management, office operations, and emergency procedures. Schedules and develops curricula and extracurricular activities.

Establishes and promotes high standards and expectations for all faculty, students and staff for academic performance and responsibility for behavior. Organizes and supervises procedures for identifying and addressing special needs of students including health-related concerns as well as physical and emotional needs.

Supervises and develops school faculty and staff. Recruits, screens, hires, trains, schedules and assigns work. Assesses performance and provides feedback. Counsels or disciplines, as needed.

Supervises instructional programs of school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage use of a variety of instructional strategies and materials consistent with research on learning and child growth and development. Establishes procedures for evaluation and selection of instructional materials and equipment.

Develops and administers school budget. Provides internal and external financial reports, as required. Develops short- and long-term budget projections and plans.

Supervises in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of school. Ensures a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among faculty, staff and students. Files all required reports regarding violence, vandalism, attendance and discipline matters.

Oversees maintenance of master schedule. Establishes schedules and procedures for supervision of students in non-classroom areas (including before and after school).

Keeps faculty and staff informed of issues related to school and actively seeks ideas for improvement of school. Conducts meetings regularly and on an ad hoc basis to ensure proper functioning of school.
Promotes school and school achievements to appropriate audiences (e.g., community organizations, parents, potential students, etc.). Assists students with career advancement and work experience efforts by promoting opportunities in community organizations and engaging students in meaningful and educational employment.

Establishes a professional rapport with students, faculty, and staff. Displays highest ethical and professional behavior and standards when working with students, parents and school personnel. Communicates regularly with parents and/or guardians. Creates cooperative relationships with parents and/or guardians, faculty and staff to support students in the school.

Notifies appropriate agencies and university contacts immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, and/or potential suicide.

Mentors a "Home Team" of students, as needed.

Provides timely reports, as needed. Maintains oversight for collection and reporting of attendance and grades.

Ensures health, safety, and welfare of students, employees and visitors. Develops procedures and provides regular drills for emergencies and disasters.

Establishes procedures for safe storing and integrity of all public and confidential school records. Ensures that student records are complete and current. Protects confidentiality of records and information. Maintains currency with, understands and ensures compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations. Enforces school policies and procedures. Reports violations to appropriate authorities, as required.

Attends required committee meetings (e.g., fund-raising, curriculum, etc.) and additional school-sponsored events.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

- **Essential:** ☐ No ☑ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

Minimum Education:
Master's degree
Specialized/technical training

Minimum Experience:
5 years

Minimum Field of Expertise:
5 years administrative experience in urban secondary schools. Knowledge of school curriculum state standards. Knowledge of modern principles and practices of school administration. Demonstrated interpersonal, communication, critical thinking and organizational skills.

Preferred Education:
Doctorate

Preferred Experience:
7 years

Preferred Field of Expertise:
Charter school experience preferred.

Skills: Other:
Active listening
Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conceptualization and design
Conflict resolution
Consulting
Counseling
Crisis intervention
Curriculum development
Customer service
Development/fundraising
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Marketing
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Administrative
Clerical/Secretarial
Professional/Paraprofessional

SIGNATURES:
Employee: ___________________________ Date: ___________________________
Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer