



Sequoia Union High School District

Job Description

JOB TITLE:	Summer School Site Principal
ADMINISTRATIVE RELATIONSHIP:	The Summer School Principal is directly responsible to the Principal of the designated site
CLASSIFICATION:	Certificated
REQUIREMENTS	B.A. (B.S.) and a California administrative credential Minimum of three years teaching experience and experience in a leadership role preferred
SALARY SCHEDULE:	BA and BA+30 = \$9,881.19 BA +45 and BA+60 = \$11,897.82 BA+75 = \$13,914.45
LOCATION:	Site
BOARD APPROVAL:	January 16, 2013

DEFINITION

The Summer School Site Principal assumes responsibility for administering the summer school program in accordance with the SUHSD's summer instructional plan communicated by the Summer School Coordinator thru the Ed Services Division.

DUTIES AND RESPONSIBILITIES

1. Coordinate and plan the site's summer program from date of hire to the end of the summer school program
2. Supervise the site enrollment process for both sessions, including late registrations
3. Recommend courses and sections based on enrollment and state requirements
4. Recruit, screen, hire and assign summer school certificated and classified staff
5. Assign classrooms and offices in collaboration with Administrative Vice Principal/Facilities and Plant Manager
6. Approve requisitions
7. Arrange for textbooks, supplies, equipment, keys, duplicating and other services as needed, seeking assistance from the regular school administration as needed
8. Conduct staff orientation prior to the opening of summer school
9. Be on site to supervise summer school from 7:30 a.m. to 2 p.m.

10. Meet with students and/or parents, when appropriate, to maintain summer school attendance requirements
11. Be responsible for campus control and student discipline. Maintain accurate discipline, attendance, and academic records for summer program
12. Supervise classroom instruction to ensure adherence to content standards when applicable
13. Review attendance sheets and time sheets and sign prior to forwarding them to the district office
14. Make changes in the summer school site master schedule or staffing when summer school begins as necessary
15. Prepare summer school reports as required
16. Conduct end-of-session check-out process with all certificated staff
17. Perform other related duties as assigned by the summer school administrator
18. Co-facilitate and supervise district's summer graduation Wednesday, August 14, 2013
19. Seek approval of field trips through the District Office process