

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

PRINCIPAL ON SPECIAL ASSIGNMENT

DEFINITION

Under general direction of the Assistant and Associate Superintendents of Curriculum and Instruction, the Principal on Special Assignment's primary responsibility is to coordinate the leadership activities associated with mentoring aspiring principals, assistant principals and novice/veteran principals. Additional responsibilities are to guide and support principals in confronting issues of equity that impede student learning; support principals in recognizing and responding to the diverse cultural and learning needs of all students; develop principals to increase their capacities for improving student learning; facilitate decision making based on how the decisions will affect student success; model shared and distributed responsibilities for student learning; focus on how principals are promoting the learning, achievement and well-being of each student to reflect interdependent domains, qualities and values of leadership work.

EXAMPLES OF DUTIES

The Principal on Special Assignment will support site principals in the following ways:

- Develop, advocate and enact a shared mission, vision and core values of high-quality education and academic success and well-being of each student.
- Develop and support the implementation of intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.
- Cultivate an inclusive, caring and supportive school community that promotes the academic success and well-being of each student.
- Develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.
- Foster a professional community of staff to promote each student's academic success and well-being.
- Engage families and the community in meaningful, reciprocal and mutually beneficial ways to promote each student's academic success and well-being.
- Act as agents of continuous improvement to promote each student's academic success and well-being.
- Use data to support informed decision making.
- Implement adult learning and professional development best practices, including collaboration and a sense of shared ownership.
- Develop and implement leadership development for principals in collaboration with the Assistant and Associate Superintendents of Curriculum and Instruction.
- Conduct school visits to observe school administrators/aspiring administrators and assess their progress against standards, performance objectives and observations using personalized mentoring and coaching skills.

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EXAMPLES OF DUTIES (Continued)

- Provide high quality professional development that supports school administrators/aspiring administrators as an instructional leader and builds the capacity of the instructional leadership team.
- Provide school administrators/aspiring administrators with non-evaluative mentoring and specific feedback on job performance.
- Provide support and guidance on problem-solving, conflict resolution and communication.
- Promote excellence and continuous improvement consistent with District goals.
- Develop and implement strategies that target critical leadership behaviors in an effort to lead school improvement effectively.
- Provide leadership development workshops based on field observations in order to respond to principals' learning needs.
- Create a model for instructional leadership training that is consistent with professional standards and addresses specific needs of school principals and other administrators.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, techniques, and strategies to improve principal performance and guide them in reflective practices to help them grow as instructional leaders; school and District policies; current curriculum frameworks and effective instructional practices; Data Driven Instruction (Illuminate/Aeries) at the District level with documented results; sound problem-solving methodology related to schools/District; computer/educational technology skills (including proficiency in Microsoft Word, PowerPoint, Google Docs and Excel); professional development approaches; organizational and human relations systems.

Ability to:

Develop and lead professional development sessions for administrator and instructional staff; communicate effectively both orally and in written communication; help principals grow as instructional leaders; coach and support individual principals and engage in effective professional learning strategies; use evidence of principals' effectiveness to determine necessary improvements in principals' practice to foster a positive educational environment that supports the diverse cultural and learning needs of students; advocate for and inform the coherence of organizational vision, policies and strategies to support schools and student learning; assist the District in ensuring the communities of schools with which they engage are culturally/socially responsive and have equitable access to resources necessary for the success of each student; engage in their own development and continuous improvement to help principals grow as instructional leaders; lead strategic change that continuously elevates the performance of schools and sustains high-quality educational programs and opportunities across the District.

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QUALIFICATIONS (Continued)

Experience:

At least five years of successful experience as an elementary or secondary school principal, preferably in the District

Education:

Valid California Teaching Credential, Master's Degree in Educational Leadership or closely related field; valid California Administrative Credential