

Indian Diggings School District Teaching Principal/Superintendent

Introduction

This is a multi-faceted (role) position. The successful candidate is responsible for teaching all grade levels full time and administering this tiny one room school district. Typically, the Teaching Principal/Superintendent teaches from four to nine grade levels per year. When the district's ADA is above 25 students, the district provides a second teacher, and the classrooms are divided into K-3 and 4-8 multiage classrooms. In addition to the full time teaching role, the candidate is responsible for all aspects of site and district administration. Time management skills are critical for success in this position.

Qualifications

Requires a Bachelors Degree, Multiple Subjects Credential, Administrative Services Credential, five (5) years of teaching experience in any grade (s) K-8, and the equivalence of 1 year of related administrative experiences.

Physical Requirements

Have physical ability to hike and walk up to three miles on uneven surfaces. Must be able to lift up to 50 pounds. Must be able to demonstrate strength and agility for tasks such as; bending, lifting, and pulling (There is no custodian available during the school day, so the successful candidate must have the strength and ability to perform normal school-day custodial functions). Must have the endurance and energy to carry out numerous physical and mental tasks.

Job Skills

Possess strong writing and word processing skills in order to write reports, prepare agendas, and minutes.

Possess on-line technology skills in order to complete state and federal reports.

Curriculum Development Skills

Communication Skills, Time Management Skills, and Organizational Skills

Supervisory Skills

Assessment and Teaching Skills

Knowledge and interest in Outdoor Education

Financial Management Skills

Problem Solving and Conflict Resolution Skills

Ability to be resourceful and independent, yet collaborative

Teaching Role Job Description

Plans and implements all aspects of a quality K-8 classroom program with teaching responsibilities in all subject areas.

Emphasizes art, music, and outdoor education throughout the curriculum.

Keeps all records, progress reports, and report cards to provide parents/guardians with current performance grades.

Assesses and uses the district's Multiple Measures to assure that students are retained, promoted, and/or accelerated according to their abilities and performance levels.

Supervises aides and volunteers to implement the instructional programs.

Plans and implements field trips as part of the instructional program.

Leads an annual camping/backpacking trip for the students/families.

Plans and implements a four day/night student/family outdoor education trip each spring.

Plans and implements an annual school play.

Attends parent/volunteer meetings and events in full support of the students and community at large. Is responsible for many adjunct duties.

Principal Role Job Description

Plans and supervises the K-8 curricular program.

Provides assessments and uses the district's Multiple Measures to assure that students are retained, promoted, and/or accelerated according to their abilities and performance levels. Communicates findings according to the district Retention, Promotion, and Acceleration Policy.

Annually inventories, orders, and disperses textbooks, instructional materials and supplies.

Supervises all staff that works for Indian Diggings School District.

Plans and implements field trips in conjunction with all support staff and other teachers.

Plans, organizes, and conducts annual overnight trip/learning experiences.

Plans and implements an annual school play.

Works with parent/community groups to assure that the students have an enriched educational and extra curricular program.

Responsible for discipline.

Provides a regular newsletter, The Swoop, to keep parents/guardians informed of school business in a timely manner.

Responsible for all site level reports at the district, county, state, and federal levels.

Responsible for budgeting and budget control and approvals throughout the year.

Responsible for staff training each year.

Attends workshops and trainings as needed.

Develops and enjoys open communication with staff and parents.

Superintendent Role Job Description

Assumes overall responsibility for running the district.

Provides supervision and maintenance of district facilities by using contractors and staff as needed to repair and/or maintain the facilities.

Works collaboratively with the board of trustees, staff, students, and community at large to provide a quality program of instruction for all students.

Serves as the district's financial officer by planning budgets, monitoring, and controlling the annual budget. Uses the single adoption method. Provides for annual audit.

Responsible for management and implementation of categorical programs including reviews and document maintenance (LEAP and Single School Plan, Comprehensive School Safety Plan). Disaggregates testing data and provides annual EIA and other Student Support Intervention Programs.

Serves as the Chief Special Education Agent for the district. Serves on all IEPS and SST's.

Assures that remedial and accelerated support is provided to all students through the maintenance and improvement of the Rural Education Achievement Program.

Serves as the district's Technology Director. Assures that the website is updated and maintained. Assures that all students have regular access to technology tools as a tool for learning.

Plans and provides for agendas, minutes, resolutions, policies, and other legal documents necessary for conducting the school board business and responsibilities. Provides for Consolidated Election Process and Board Member Appointments.

Provides staff, student, parents/guardians/ and volunteer recognitions through award dinners and/or ceremonies.

Assures that the district's CALPADS/CARS/OPUS and other state reporting processes are properly administered.

Secures additional state and private funding sources for the district.

Assures that district policies for equity and complaints are followed by all staff and students.

Provides for staff evaluation, promotions, and salary adjustments.

Responsible for all other district level tasks such as: Star Testing, SARCS, and Facility Development and Improvements.

Serves as the Official Governmental Agent of the district on behalf of the school board. Attends local professional organizations and meetings as needed. Represents the district at County events.

Works collaboratively with local service organizations.

Serves as the district's public relations face and holds "self and others" to the highest moral and ethical standards.

School Board Approved: 10/9/2012