

EMPLOYEE JOB DESCRIPTION

Position: Principal/Administrator of Edgewood Community School

Reports To: Executive Director – Campus Operations

FLSA: Full Time (40 hrs), Regular, Exempt

Mission Statement

To strengthen children, youth, families and their communities through service, training, advocacy and research.

Position Summary

To serve as an effective educational leader and chief administrator of the NPS program, responsible for: directing, implementing, and monitoring all state and federal education standards in a program serving students with documented emotional disturbance in elementary, middle and high school grade levels. This position includes advancing the Community School perspective and working with the Director of Education for additional resources and supports to strengthen the holistic approach to educating students.

Essential Functions

- Oversees all administrative aspects of Edgewood's Community School (NPS), ensuring efficiency and quality in staffing and organizational structure
- Interfaces with all management staff in the Community School.
- Provide direct supervision to the teachers, Administrative Coordinator and, Transportation Coordinator.
- Leads staff in analyzing school/individual assessment outcomes as the basis for developing long and short-range goals and objectives.
- Monitors and provides oversight to the education program operation related to licensing and regulatory agency reviews and the California State Department of Education's NPS Certification.
- Monitors staff performance, supporting them in their efforts to maintain program excellence.
- Identifies, coordinates and provides professional development for all staff members, as appropriate.
- Ensures Compliance with all county, state and federal standards and requirements.
- Oversees the development of curriculum consistent with the needs of the students and within the framework of county state and federal guidelines.
- Collaborates in the integration of Mental Health, recreation and the arts into the school day.
- Oversees the efforts of Agency staff to work in collaboration with public school districts to determine eligibility, transfer and registration of assigned pupils.
- Oversees triennial psycho-educational evaluations, assessments and multi-disciplinary case conference for each student enrolled in the non-public school program.
- Completes required report forms for public school districts.
- Ensures the implementation of the Individualized Educational Programs (IEPs) for students and the integration of the Special Education Information System (SEIS) incorporating quality and compliance.
- Ensures program quality assurance, including maintenance of required records, data, report preparation and other related materials.
- Ensures that the continued development and practices of the NPS program is consistent with the Agency's mission.
- Participates in all emergency, disaster and crisis protocols developed to protect the safety of the youth, the families, the staff and the agency.
- Participates in developing agency and program specific training plans.

Applied Knowledge, Skills and Abilities and Qualifications

- Knowledge of the principles, practices and procedures of school organizations, laws, policies, programs, students services and curricula
- An understanding of sound public relations practices
- Knowledge of current research-based instructional programs and State documents. and emphasis regarding innovative educational practices and strong pupil progress
- Intimate knowledge of the growth, development and learning styles of students with an emotional disturbance
- Knowledge of instructional supervision techniques and strategies
- Ability to organize and plan for effective leadership
- Ability to write and speak effectively
- M.A. Special Education with specialization in one of the handicapping conditions
- California Teaching Credential (Special Education/Education Specialist)
- Administrative Credential or a minimum of three (3) years experience in education
- Classroom teaching experience, mentoring adults desirable
- Ability to work with clients and staff from diverse cultural and economic backgrounds.

Equal Employment Opportunity

Edgewood provides equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender(including gender identity and gender expression), sex, pregnancy (including childbirth, medical conditions related to pregnancy, breastfeeding and related medical conditions), national origin, ancestry, age, marital status, physical disability, mental disability, medical condition (including cancer or a history or record of cancer and genetic characteristics), genetic information, sexual orientation, military or veteran status or any other characteristic protected by federal, state or local law. It also prohibits unlawful discrimination based on a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. All such discrimination is unlawful.

Edgewood provides equal pay for substantially equal work regardless of gender, race or ethnicity, in conformance with the law. Prior salary shall not, by itself, justify any disparity in compensation between employees of another gender, race or ethnicity who perform substantially similar work by relying without more, on differences in the employees' compensation history, such as the fact that one of them was paid more in a prior job.

This policy applies to all terms and conditions of employment, including, but not limited to, recruitment, hiring, placement, promotion, training, termination, layoff, recall, transfer, leaves of absence and compensation.

To be considered as an applicant

Please apply using the following URL: <https://cvnl.org/executive-search/current-executive-searches/>