JOB DESCRIPTION
San Leandro Unified School District

Principal on Special Assignment- Educational Services Division

Purpose Statement:
A Principal on Special Assignment role allows a current San Leandro USD Principal or Assistant Principal to take on a short-term, 2 year assignment with SLUSD that simultaneously 1) supports the district in implementing district operations with the knowledge and experiences of school leaders to better align district supports to meet school needs and 2) provides opportunities for Principals to enhance their skills and competencies to lead at a systems level, across multiple schools. The Principal on Special Assignment role will take on special projects and assignments that help advance the achievement of SLUSD strategic goals and the district's ongoing systems and capacity building. The specific special projects and assignments will be determined on an annual basis.

This job reports to Senior Director of Educational Services

Essential Functions

- Work across all TK-12 school sites to ensure programming for intervention and support to address learning loss due to the COVID-19 pandemic related physical school closures
- Build systems for ongoing alternative forms and formats of education and instruction to meet the needs of students.
- Analyze and evaluate district data, programming, supports, and strategies related programming to identify strengths, opportunities, and gaps
- Identify opportunities to enhance existing work or implement new strategies, programs, or supports aligned to district strategic plan and other key initiatives
- Identify, develop and provide professional learning related to special project
- Researching local and national best practices related to special project and evaluate potential applicability to SLUSD context and community
- Refining and/or developing new strategy and/or programs, including goals, metrics of success, implementation plans, etc.
- Piloting recommendations to advancing special projects
- Collaborating with appropriate divisions and teams to support analysis and recommendations around special project
- Collaborate with potential partners external to SLUSD to support new strategy or implementation
- Collaborates with a variety of groups and/or individuals

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: K-12 educational system; organizational and time management; principles and terms associated with printing of publications and web site production concepts of conflict resolution; pertinent codes, policies, regulations and/or laws; current and developing technology.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience (3+ years) with increasing levels of responsibility is required.

Management experience in TK-12 or higher education preferred.

Education Masters degree or higher in a job related area.

Equivalency

Required Testing

Continuing Educ./Training Maintains Certificates and/or Licenses

Certificates

Certificated administrative credential

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status	Approval Date	Salary Range
Exempt	Pending Board Approval	Cert.Admin