

Director/Principal Mariposa Dual Language Academy
3875 Glen Street
Reno, NV 89502

Mariposa Dual Language Academy is a public charter school that receives state and federal funding equivalent to other public schools. A successful candidate would be under the Public Employees Retirement System (PERS).

SUMMARY DESCRIPTION

Under general guidance of the Board of Directors of Mariposa Dual Language Academy, the director/principal will serve as the instructional leader and chief administrative officer.

DUTIES/RESPONSIBILITIES

Develops, implements and maintains the vision and mission statement of the school. Involves students, staff, parents, community and stakeholders. Understands student requirements and academic standards. Analyzes student achievement results. Plans, sets and implements goals to improve student achievement.

Advocates and serves as spokesperson for the school to all stakeholders. Communicates with decision-makers outside the school community. Complies with state and federal laws and maintains ethical interactions with students and employees.

Builds and fosters strong interpersonal relationships with staff, students, parents and school community. Articulates beliefs persuasively; defends decisions and behaves in ways that are congruent with these beliefs and decisions. Demonstrates skills in verbal and nonverbal communication, to communicate a positive image of the school. Reports student performance to students, parents, teachers, Mariposa Board and District leaders. Communication is effective with individuals as well as with groups including; faculty meetings, grade level meetings, PLCs, advisory councils, parent meetings, Mariposa Board meetings and other groups as necessary.

Adapts leadership behavior to the needs of the current situation and constructively handles dissent. Provides formal and informal feedback to staff with the exclusive purpose of improving individual and organizational performance. Recognizes and rewards individual accomplishments, celebrates school accomplishments.

Demonstrates integrity in meeting commitments with all stakeholders in a variety of settings. Demonstrates an appreciation for diversity and tolerance of different points of view. Reacts constructively to making mistakes and continuously works at performance improvement. Constructively manages disagreement with leadership and policy decisions.

Applies knowledge of student growth and developmental stages. Participates in the design and implementation of curriculum, focusing on congruent instruction. Demonstrates knowledge of curriculum, instruction and assessment and their relationship to bilingual program goals and objectives. Participates in decisions concerning consistent measurements, evaluation, and assessment strategies to further student progress. Monitors the teaching methods and strategies being used and ensures that they are appropriate, varied and effective. Articulates and requires effective student management strategies in all classrooms and common areas. Conducts effective formal observations, focused walkthroughs and provides feedback to teachers. Provides teachers with materials and professional development necessary to promote student success by equitable use of funding. Protects teachers from issues and influences that would detract from their teaching time or focus.

Creates a safe, orderly and healthy environment to ensure successful teaching and learning. Manages the operation and maintenance of the physical plant. Displays a history of completing projects on schedule and within the budget. Demonstrates understanding and involves staff in the development of school budget priorities. Establishes a set of standard operating procedures and routines for class assignments, master scheduling, budget allocations, etc. Manages time with a focus on the priorities of the school.

Makes decisions linked to vision, mission, and priorities. Identifies decision-making structure, including which decisions are made by consensus or by the staff independently, which decisions are made by the leader after getting input from the staff, and which decisions are made by the leader alone. Uses internal and external data on student achievement as basis for decisions. Uses student achievement data to initiate constructive change and make instructional decisions. Evaluates decisions for effectiveness and revises when necessary. Makes decisions in teacher assignment, course offerings, scheduling and curriculum/instruction based on specific needs for student achievement. Demonstrates proficiency with data management systems and possess the ability to analyze student achievement data; demonstrate an understanding of Response to Instruction & Intervention (RTI) as it relates to student success including familiarity with Positive Behavior Supports (PBS).

Understands faculty proficiencies and areas for growth, providing staff development that is in-depth, varied, and focused on student achievement. Demonstrates use of technology to improve teaching and learning. Delegates to site leaders. Consistently identifies potential administrators/leaders from within the school. Trains strong assistant administrators to be capable of immediately assuming leadership responsibility in this school or other buildings. Demonstrates improvement of specific performance areas based on the recommendations of the previous administrative evaluation. Participates in planning, implementing and evaluating a personal, professional development plan. Demonstrates proficiency in electronic communication and technology. Understands research trends in education and leadership as they apply to the goals and priorities of the school. Participates in leading professional development based on school and

district goals. Advances the profession through participation in local, state, and national professional groups.

Fiscal Responsibility: As a public charter school all funds are allocated by the Mariposa Board in conjunction with the director. The budget for the school will be developed by the director and the bookkeeper and presented to the board for approval.

The successful candidate will:

- Develop an understanding of Charter School laws that govern the day-to-day operation of the school;
- Prepare statistical reports in preparation for annual monitoring audits conducted by Washoe County School District & Nevada Department Of Education;
- Supervise the bookkeeper in the accurate preparation of the regulatory reports, on multiple budgets; including DSA General budget, Title I funds, ARRA funds, Special Education funds, Full-Day Kindergarten funds, and SIG 1003(g) funds;
- Operation & management of Infinite Campus, student information System, including teacher gradebook, curriculum/class scheduling, student report cards/progress reports, student attendance, student discipline, and parent communication portal;
- Supervision/administration of certified and non-certified HR processing. This includes the interpretation of college transcripts & Praxis Test results to determine salary & Highly Qualified status per NCLB and finger-printing and background checks;
- Understand Risk management and OSHA compliance procedures, including facility and health inspections and crisis and safety protocols.

EMPLOYMENT STANDARDS

Education/Experience: Any combination of education and experience that would provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

1. Education: A Master's Degree in School Administration or related field;
AND

2. Experience: Preference may be given to a candidate with leadership experience at the school site level as an assistant principal or principal; preferably at the elementary level;

AND

3. Three (3) years of classroom teaching experience preferably at the elementary level.

Knowledge of: Child development and a special understanding of pre-adolescent and early adolescent youth; the philosophy of elementary school education; human relations, especially with respect to other school personnel such as teachers and staff; the problems of parents and community leaders and be willing to cooperate with them; modern instructional techniques and competence in elementary school curriculum areas; the vertical structure of the courses of study in the school and the importance of articulation in these areas; principles and practices of school administration, including school finances, teaching methods and techniques, evaluations, and program development, applicable federal, state and local laws, regulations, ordinances and policies; human resources development; school law; conflict resolution; public relations; principles of effective management, staff supervision and administration.

Skill at: Planning, organizing, assigning and coordinating the activities of a professional and support staff; presenting ideas effectively, verbally and in writing; dealing constructively with conflict and developing consensus; selecting, supervising and evaluating subordinates; dealing effectively with people within the community; team building; establishing and maintaining effective working relationships with those contacted in the course of work; working with people, staff supervision and administration.

LICENCES AND CERTIFICATES

Possession of or ability to obtain: a valid Nevada teaching license; Nevada School Administrator Endorsement must be obtained prior to placement as an administrator. Proper endorsement is necessary for commencement of a contract.

This job description should not be construed to imply that the requirements listed here are the only requirements of the position. An employee may be expected to perform other duties as needed.

The salary paid at Mariposa Dual Language Academy is negotiable; however Mariposa generally follows the pay scale of Washoe County School District. An administrator at Mariposa has a choice between the 100% or the 50/50 plan offered by Public Employees Retirement System (PERS).

New employees will have \$55.00 deducted from their first paycheck to help defray the cost of fingerprinting.

Please be advised there is a 90-day waiting period for insurance benefits.

Please submit your resume or any questions to MariposaBoard@gmail.com