

Plumas Charter School
Quincy Site Director
Board Approved: 2.2015
Revised: March 2023

Description:

The Quincy Site Director serves as an educational leader for the Quincy Learning Center and Plumas Charter School as a whole. The Quincy Site Director also supports the Executive Director(s) in overall school management as needed.

Primary functions are:

- ❖ To serve as a site administrator, overseeing daily program operations, supporting all aspects of program implementation, and being the first line of contact for families and staff
- ❖ To assume primary responsibility for at least one school wide function (Teacher Evaluation, Curriculum Review and Adoption, Technology. Etc).
- ❖ To recruit, oversee, evaluate and support teaching staff
- ❖ To oversee the site level facility needs

Duties to Include:

Site Specific:

- ❖ To implement and support the philosophy, goals, objectives, and policies of Plumas Charter School.
- ❖ In collaboration with the Executive Director, allocate students to teachers in a manner that optimizes service to students within budgetary and staffing limitations.
- ❖ To aid in the development of student “Individual Education Plans (IEP) and Student Study Teams (SST)” which may include faculty, school or district support personnel, as needed.
- ❖ To help ensure compliance with all Special Education requirements; serving as administrator to all site specific IEP and SST meetings as needed.
- ❖ Oversight and involvement with site level RTI programs including Student Action Plans.
- ❖ To help ensure student compliance with program expectations, initiating and following through with the academic probation and dismissal process.
- ❖ Intervene directly with student discipline issues on site and communicate with parents as needed.
- ❖ Facilitate weekly staff collaboration meetings, attend monthly school leadership and board meetings, attend and help facilitate quarterly all staff meetings.
- ❖ In collaboration with the Executive Director, plan and help implement appropriate professional growth activities.
- ❖ In collaboration with the Executive Director, conduct a year-long employee evaluation process, consisting of: goal-setting; observation and mentoring; evaluation and compensation determination.
- ❖ To maintain an on-going data collection and analysis regarding student academic performance, attendance and other information as appropriate.
- ❖ To monitor in house testing programs, providing oversight and training.
- ❖ To monitor site level budgeting and student activities

School wide:

- ❖ Assist the Executive Director in the revision, implementation and monitoring of the PCS’s LCAP, Title I program requirements, WASC accreditation and charter petition.
- ❖ To support interagency collaboration, with agencies such as Plumas Rural Services, Plumas Mental Health Services, and the Plumas County Department of Social Services.
- ❖ To provide a level of oversight in all school wide technology platforms
- ❖ To enhance professional competence through professional growth activities
- ❖ To serve on personnel interview panel as needed

Experience, Education and Qualifications:

- ❖ Graduate degree or Administrative Credential preferred
- ❖ California Teaching Credential preferred
- ❖ At least five years experience working in an educational setting preferably in a leadership position
- ❖ Proficient with various computer formats and programs including, Windows, MS Office, Mac OSX, and Google based applications
- ❖ Proficient in internet and “Web-based” communication
- ❖ Demonstrate competence in communicating effectively with children, staff, parent, and outside agencies
- ❖ Maintain confidentiality and exhibit professional demeanor
- ❖ Demonstrate sensitivity to needs of diverse groups
- ❖ Skills in effective supervision including personnel selection, observation, coaching assessment and evaluation.
- ❖ Familiar with Common Core Standards and their implementation
- ❖ Knowledge of fiscal, financial and budgetary management
- ❖ Ability and desire to work collegially

Reports To:

Executive Director(s)

Physical Demands:

Ability to:

- ❖ Sit and stand for extended periods of time.
- ❖ Travel to sites within and outside the District.
- ❖ Stoop, extend and reach.
- ❖ Lift up to 30 pounds.