

# FAIRFAX SCHOOL DISTRICT

The Fairfax School District is currently seeking applicants for the following Administrative position:

Open & Promotional

## **Principal - K-6 Elementary Zephyr Lane Elementary School**

- Master's Degree in Education or Related Field
- California School Administration Credential
- Multiple Subject Credential and/or Single Subject Credential
- Successful Teaching Experience (5 years)
- English Learner Authorization or Equivalent
- California Driver's License
- *Bilingual (preferred)*
- *Successful school site administrator experience (desired)*

Interested parties may submit an application at [www.edjoin.org](http://www.edjoin.org). Applicants must meet all requirements of the job description. Job descriptions and salary schedules are available in the district office and on the district website, [www.fairfax.k12.ca.us](http://www.fairfax.k12.ca.us).

Posting date: Tuesday, January 22, 2019  
Closing date: **Thursday, February 28, 2019 at 3:00 PM**  
Contact: Lauren Rodriguez, Human Resources Technician x5119  
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# **PLEASE POST**

# **FAIRFAX SCHOOL DISTRICT**

1500 South Fairfax Road  
Bakersfield, California 93307  
(805) 366-7221--FAX (805) 366-1901

## **JOB DESCRIPTION**

**TITLE:** Principal

### **JOB SUMMARY:**

The site principal is the instructional leader of the school. As instructional leader, the principal defines and communicates the educational vision for the site, manages curriculum and instruction, supervises all teachers, monitors student learning, and creates a positive climate in which learning is valued. The site principal is responsible for the administration of the school within the rules, policies, and regulations established by the Governing Board, and reports to the Superintendent.

### **REPORTS TO:**

Superintendent

### **TERMS OF EMPLOYMENT:**

1. 200 work days contracted.
2. Salary based on education and experience.
3. Administrative Salary Schedule.

### **REQUIRED QUALIFICATIONS:**

#### **Credential:**

California School Administration credential.  
Valid California Driver's License.

#### **Education:**

Master's degree in education or related field.

#### **Experience:**

Minimum 5 years teaching experience in K-8 grade levels.  
Prior experience in K-12 school site leadership (preferred)  
Increasing site and/or district level administration experience (desirable)

**Personal Qualities:**

Ability to work with students/parents/staff.

Proficiency in reading, writing and speaking Spanish (Preferred)

**ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Establish a positive school climate
2. Knowledgeable about education theory, educational research, curriculum development, and educational issues
3. Knowledgeable about California Common Core Standards
4. Utilizes a variety of sources of data to assess the effectiveness of the instructional program including analysis of student performance data and frequent, on-going observations in classrooms
5. Through a variety of strategies, assists staff in the implementation of a systematic approach to continuous improvement and collaboration.
6. Designs and implements staff development strategies to improve student achievement and address site/district curriculum goals/priorities
7. Coordinates intervention, guidance and testing programs for students with the appropriate District administrator
8. Coordinates the development of and implements the goals of the District and Site Plans
9. Working with site stakeholders, develops and implements a school-wide student discipline program that promotes student achievement
10. Knowledgeable about state and federal laws regarding special education
11. Knowledgeable about effective instructional strategies for special needs students including special education students, English language learners and gifted students
12. Knowledgeable about effective use of technology in the classroom
13. Knowledgeable on technology based software to assist staff with effective usage
14. Evaluates certificated and classified employees in a competent, timely manner
15. Motivates staff to improve the site program and student achievement
16. Motivates staff to work collaboratively as a team
17. Demonstrates ability to create a friendly learning environment that makes children, parents, staff, and the community feel welcome
18. Encourages parents and the community to participate in Booster Club, School Site Council and the English Language Advisory Committee (ELAC)
19. Provides parent education opportunities to enhance and extend student learning beyond the school day
20. Uses proactive strategies to regularly communicate the accomplishments of staff/students to parents and community
21. Insures that the school campus is safe, clean, attractive and conducive to a high quality instructional program
22. Insures the School Site Safety Plan is effectively managed
23. Works cooperatively with District and site personnel
24. Monitors the school budgeted appropriately
25. Coordinates and maintains a system of attendance consistent with the policy of the school district

26. Incorporated within one or more of the previously mentioned essential functions or the job description are the following essential physical requirements

**Percent 1-100**

- |     |    |  |
|-----|----|--|
| 20% | A. | Ability to work at a desk, conference table and attend meetings.                                   |
| 5%  | B. | Ability to stand, walk and jog for extended periods.   |
| 5%  | C. | Ability to operate a motor vehicle.  |
| 15% | D. | Ability to hear and understand speech at normal levels.  |
| 20% | E. | Ability to see for purpose of reading laws and codes, rules and policies and other printed matter. |
| 30% | F. | Ability to communicate so others will be able to clearly understand a normal conversation.         |
| 5%  | H. | Ability to lift and carry at least 50 lbs.   |

**100% Total**

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skill required of personal so classified.

**ADOPTED BY THE FAIRFAX BOARD OF TRUSTEES: 01/09/2014**

**Fairfax School District**  
**2018-2019**  
**Administrative - Pupil Services Salary Schedule**  
*Board Approved 11/9/2017 (effective 11/1/2017)*

	1.015											
	Days Per Year	1	2	3	4	5	6	7	8	9	10	11
<b>Asst Superintendent</b> <i>Salary Schedule 01-0002</i>	220	124,032	127,754	131,586	135,533	139,599	143,787	148,101	149,288	150,474	151,661	152,847
<b>Director of Programs</b> <i>Salary Schedule 13-003</i>	220	115,397	118,571	121,831	125,181	128,624	132,161	135,796	139,530	140,880	142,231	143,580
<b>Director of Special Education</b> <i>Salary Schedule 13-004</i>	200	104,906	107,792	110,756	113,801	116,931	120,146	123,451	126,846	128,073	129,301	130,527
<b>Principal - 7 - 8</b> <i>Salary Schedule 12-0001</i>	203	101,409	104,199	107,064	110,008	113,033	116,141	119,335	122,618	123,804	124,991	126,177
<b>Principal - K - 6</b> <i>Salary Schedule 13-0001</i>	200	99,911	102,658	105,614	108,383	111,363	114,426	117,572	120,805	121,992	123,178	124,365
<b>Assistant Principal</b> <b>Coordinator of Intervention and Supplemental Educational Programs</b> <i>Salary Schedule 15-0001</i>	200	86,106	88,474	90,907	93,407	95,976	98,614	101,326	104,114	105,300	107,617	107,673
<b>Education Technology Coordinator</b> <i>Salary Schedule 15-0004</i>	200	68,884	70,780	72,725	74,725	76,780	78,892	81,062	83,291	84,240	86,094	86,138
<b>Psychologist</b> <i>Salary Schedule 15-0001</i>	185	86,106	88,474	90,907	93,407	95,976	98,614	101,326	104,114	105,300	107,617	107,673
<b>Speech Pathologist</b> <i>Salary Schedule 19-01</i>	185	78,289	80,442	82,654	84,928	87,263	89,663	92,128	94,663	95,849	97,036	98,222
<b>A reduced Salary Schedule will be negotiated for a Speech Pathologist without a full certification. 18-01</b>	185	70,460	72,397	74,389	76,435	78,536	80,696	82,915	85,196	86,264	87,332	88,399
<b>School Nurse</b> <i>Salary Schedule 09-1</i>	200	69,020	72,472	74,644	76,885	79,191	81,559	84,014	86,534	87,751	88,968	90,186

Administrative Positions Car Allowance/monthly	\$ 125.00
Psychologist/Speech Car Allowance/monthly	\$ 125.00
Nurse Car Allowance/monthly	\$ 75.00
Master's Degree ( <i>positions requiring MA degree excluded.</i> )	\$ 1,000.00
Doctor's Degree	\$ 1,000.00
Special Ed Degree	\$ 1,000.00