

TEACHING

SCOE School of
Education

LEADING

Job Description: Online Principal-Coach

DEFINITION

Under the supervision of the Online Principal-Coach Coordinator, provides online expertise, guidance, and coaching to participants in the Preliminary Administrative Services Credential Program at the Sacramento County Office of Education.

DIRECTLY RESPONSIBLE TO

School of Education Executive Director and Online Principal-Coach Coordinator

SUPERVISION OVER

None; however, Online Principal-Coach will lead online discussions through chats with participants in the Preliminary Administrative Services Credential Program.

DUTIES AND RESPONSIBILITIES

- Attend the Online Technical Workshop.
- Attend Online Principal-Coach meetings (3 per year)
- Lead discussions using scenarios and articles to assist in the understanding of concepts taught and discussed in class. Online chats will be the mode of communication for these discussions.
- Complete all required online course requirements within the timeline for the course. Each discussion session should be no less than 1.25 hours in length.
- When assigned an online community, adhere to all established guidelines.
- Monitor and evaluate the online participation of assigned study group members. Online chats will be recorded electronically.

MINIMUM QUALIFICATIONS

- Possession of a California Clear Administrative Services Credential
- Three years of experience as a principal
- Knowledge of the California Standards for the Teaching Profession (CSTP) and/or California Professional Standards for Education Leaders (CPSELs)
- Willingness to provide positive support and expertise to aspiring educators

MINIMUM QUALIFICATIONS, continued

- Knowledge of one or more of the following content areas will be also required:

Development and Implementation of a Shared Vision – Course provides techniques to learn facilitation of the development and implementation of a vision of teaching and learning that is shared and supported by the school community.

Instructional Leadership – Course teaches how to advocate, nurture, and sustain a school culture and instructional program that is conducive to student learning and staff professional growth. Focus is on implementation of state-adopted academic content standards, framework, and instructional materials, as well as assessment and accountability systems.

Management and Learning Environment – Course teaches how to ensure the management of organization, operations, and resources for a safe and efficient learning environment. Course includes study and application of organizational theory that reflects effective leadership and management concepts/strategies that contribute to student achievement and professional participation of all adults in the school community.

Family and Community Engagement – Course focuses on learning how to work effectively with families, caregivers, and community members; how to recognize the goals and aspirations of diverse families; respond to diverse community interests; and examine and evaluate one's own attitude toward people of different race, culture, and socio-economic status.

Ethics and Integrity – Course provides the opportunity to examine and model a personal code of ethics and practice professional leadership skills, including shared decision-making, problem-solving, and conflict management skills. Site and district responsibilities for students with special needs will be examined; and there will be multiple opportunities to model personal and professional ethics, as well as reflect on personal leadership beliefs and practices and develop mechanisms for sustaining personal motivation, commitment, energy, and health to balance both professional and personal responsibilities.

External Context and Policy – Course focuses on the political, societal, economic, legal, and cultural influences on schools. Candidates will have the opportunity to practice both team leadership and team membership so that the candidate can effectively generate and participate in communication with key decision-makers in the school community.

TECHNICAL REQUIREMENT

- Access to the internet.

COMPENSATION

- Stipends will be given for online coaching and preparation work as follows: \$100 total for pre- and post-preparation work per course; \$50 per online hour per course; \$100 for attending online technical training (August); and \$50 for attendance at the scheduled meetings.