



26316 Hesperian Blvd., Hayward, CA 94545 ☆ 510-293-2916 ☆ 510-293-8225 Fax ☆ www.edenrop.org

Information for Applicants for the Position of **ASSISTANT PRINCIPAL** Eden Area Regional Occupational Program

The Eden Area Regional Occupational Program (EAROP) is seeking two (2) dynamic Assistant Principals who possess the leadership skills that will sustain and strengthen the EAROP's commitment to raising the level of student achievement and preparing our students for college or career through strong career technical education.

THE POSITION

Lead the work of the Educational Services Department to develop a high-performing staff and leadership team that accelerates student achievement and results in measurable outcomes. Work collaboratively with district partners, department members and staff to reach goals of Educational Services.

THE EAROP MISSION

The mission of the Eden Area ROP is to build a foundation for students that prepare them academically, technically, and professionally to meet challenging opportunities of the 21st Century with confidence and purpose.

CORE VALUES

We believe in the Eden Area ROP.

Equitable:

We believe in fostering belonging and creating a safe and inclusive environment that works to eradicate the impacts of racism, bias, discrimination, and privilege.

Accessible:

We believe all students, families and staff should feel seen, heard, welcomed, included, respected, and have access to economic and educational mobility.

Restorative:

We believe instruction should be culturally and historically responsive, restorative, trauma-informed, ethical, and prepare students for a path to self-fulfillment and self-actualization.

Outcomes:

We believe our students will find a pathway with confidence and purpose that guides them towards a career, college, service to others, and life-affirming endeavors.

Professional:

We believe excellence is the standard, as such, we will work with integrity, transparency, respect, and clear communication.

DUTIES & RESPONSIBILITIES

-
- Assist Principal in the general organization and supervision of the Eden Area ROP instructional program
- Assist Principal in the evaluation and supervision of all Eden Area ROP programs to ensure compliance
- Assist Principal in the planning and coordination of Eden Area ROP program development
- Set clear objectives for areas of responsibilities and team based on annual goals determined by Superintendent
- Implement Eden Area ROP policies and state laws related to career technical education
- Participate in the development of program budgets, projections of staffing, enrollment and monitoring attendance
- Prepare annual projections that forecast current and future program needs
- Oversee instructional program budgets
- Author, oversee and maintain compliance for grants
- Act as point of contact for school principals and district curriculum administrators
- Assist Principal in establishing an inclusive and inviting school culture and climate, ensuring every student feels valued, secure, and appreciated. Implement clear systems of student conduct and staff accountability needed to foster such an environment to support student behaviors
- Assist Principal with various contracts in overseeing student transportation and serve as a contact for any transportation-related concerns from students
- Evaluate assigned personnel for the purpose of ensuring that standards are achieved, and performance is maximized
- Assist Principal lead efforts to empower and inspire staff to meet the diverse needs of students and deliver exceptional teaching and learning experiences. Establish an annual program evaluation schedule centered around ensuring high-quality CTE programs for students, that align with the 11 core elements.
- Assist Principal to develop, lead and assess professional learning and development for instructors, administrators and support staff that is aligned with district programs and objectives
- Visit sites and classrooms on a regular basis
- Annually lead and engage staff in addressing student needs and providing high quality teaching and learning
- Communicates regularly with educational services to discuss ways to most effectively assist curriculum, instruction and professional learning needs
- Develop, plan, and implement new classes
- Develop effective relationships with staff and district partners to ensure success of programs
- Develop CTE programs aligned to the 11 elements of a high quality CTE program
- Prepare of reports relating to curriculum and instruction for the Governing Board
- Lead and engage staff in addressing student needs and providing high quality teaching and learning
- Oversee curriculum development of programs
- Work with various community agencies in development agreements for services and programs
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies
- Supervise and authorize all arrangements and documentation pertaining to CTSOs (Career and Technical Student Organizations) and CTSO-related activities
- Responsible for bi-annual pathway review for sectors and development of pathway profiles
- Plan for, facilitate and evaluate professional learning for instructors, administrators and support staff that is aligned with district programs and goals
- Develop strategies to sustain courses and problem resolution
- Assist Principal with leading, planning and conducting staff meetings, department meetings and meetings to communicate policy changes, instructional issues, budget information and other concerns as needed
- Make presentations to the Governing Board as needed
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of regional occupational programs
- Responsible for completion and maintenance of Injury Illness Prevention Plan as relevant to position
- Oversee and participate in the promotion of the Eden Area ROP with public entities and agencies

- Work with instructional staff to assist them with promotional activities and communications
- Assist with the planning and directing of communication of program information to students
- Responsible for classroom backup/coverage when necessary
- Events: Advisory, Principals' Breakfast, Business Partner of the Year, Career Pathway Meeting and Student Awards Night

EDUCATION & EXPERIENCE

- Master's Degree in educational administration from an accredited institution and has evidence of continuous professional growth preferred
- Five (5) years progressively responsible experience in a public school environment.
- Successful teaching and leadership experience, preferably in a ROP with similar structure and demographics.
- California State Administrative Credential or Supervision and Coordination Credential

SALARY & CONTRACT

The work year is 220 days.

The salary range is \$130,000.00-\$156,217.64. Placement is based upon qualifications and experience.

Annual benefit allowance of \$11,621.16 (Mandatory Vision & Dental deducted)

Tax Shelter Annuity

Educational Stipend

APPLICATION PROCESS

Application Deadline: March 29, 2024

To be considered, the candidate must provide:

- A fully completed application form
- A letter of application
- A résumé
- Three (3) current letters of recommendation

All materials will be acknowledged and treated confidentially.

SEND ALL APPLICATION MATERIALS TO:

Mercedes Henderson, Human Resources Administrator
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