

LAKESIDE UNION SCHOOL DISTRICT

Office of the Superintendent
12335 Woodside Avenue
Lakeside, California 92040
(619) 390-2600

March 18, 2024
Open Session: 4:45 p.m.

NOTICE OF THE SPECIAL MEETING OF THE BOARD OF TRUSTEES

Agenda and Notes

A. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

B. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE BOARD ON ANY ITEM DESCRIBED IN THIS NOTICE (GOVERNMENT CODE SECTION 54954.3) **Public Comment Form**

Opportunity for Members of the Public to address the Board on any item on the agenda. In the interest of time and order, presentations from the public are limited to four (4) minutes per person. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comment or Public Hearings, follow the directions for speaking to agenda items as listed above.

C. ITEMS OF BUSINESS

1. **Adoption** is requested of job descriptions for the following positions: A) K-8 Academy Principal (Management); B) School Principal – Elementary (Management); C) School Principal – Middle School (Management); and D) Vice Principal (Management).
2. **Approval** is requested of the management salary schedule to include K-8 Academy Principal; School Principal – Elementary; School Principal – Middle School; Vice Principal.
3. **Adoption** is requested of Personnel Assignment Order No. 2024-10.

D. ADJOURNMENT

Respectfully Submitted,

Rhonda L. Taylor, Ed.D.
Superintendent

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: K-8 Academy Principal (Management)

GENERAL SUMMARY:

Under the direction of and reporting to the District Superintendent, the K-8 Academy Principal (Management) shall be responsible for all aspects of the operation and management of the kindergarten through 8th grade school, including in flexible instructional settings (e.g. home school and independent study program), as applicable. The K-8 Academy Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among staff and students. Through the K-8 Academy Principal's leadership, all staff will recognize that the sole purpose for the school's existence is the academic success and well-being of all students, and the focus of all decisions should be predicated on that precept. The K-8 Academy Principal is a management employee who serves as an active and integral member of the district's negotiations team and formulates district policies and administering district programs. The K-8 Academy Principal exercises significant independent judgment and discretion as chief executive officer of the school. The K-8 Academy Principal operates within the framework of district policies adopted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Code of Regulations, Title V, and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

General:

Is responsible for the ongoing improvement of learning for every student.

Provides leadership and management of day-to-day activities of the school and leads implementation of actions designed to meet the goals of the district LCAP and site SPSA.

Identify, develop and modify the school's priorities and identify programs and positions to meet the school community's needs, district LCAP goals, and site SPSA priorities.

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Creates a calm, learning-centered school environment with systems that support learning, appropriate behavior, professional collaboration, and celebration of successes.

Promotes with all staff the valuing of every student's right to be treated with dignity and respect.

Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the School and District's long-range goals and day-to-day operations.

Participates in selecting certificated and classified staff; supervises and evaluates all certificated and classified personnel in the school, including classroom visitations and observations of teaching strategies and valid and constructive suggestions for improvement of instruction and follows through with those suggestions.

Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities.

Reports to the Superintendent and Governing Board on the growth, program improvement, and new initiatives.

Implements and maintains clear lines of communication with parents, community, agencies, and contracted vendors.

Identifies community resources and agencies that may provide services to the school and establishes relationships as appropriate with these resources and agencies.

Curriculum:

Supports teachers in providing optimal learning opportunities for students and teaches and/or provides counseling as needed.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Develops, implements, and evaluates all curriculum and matters related to the instructional program, focused on design, science, technology, engineering, the arts, agriculture, mechanics, and/or mathematics and innovative instructional techniques, such as project-based learning.

Researches, plans, and grows school programs to respond to community needs, grow enrollment, and sustain successful programs.

Provides for an ongoing process of assessing student needs.

Plans/designs the appropriate staff development to support/reinforce the mission of the school and the continued professional growth of faculty and staff.

Demonstrates leadership and support of the educational and administrative philosophies of the District.

Provides leadership in coordinating curricular development with staff and parents.

Community Relations:

Serves on appropriate committees/organizations to ensure the interests of the school and district are properly represented.

Establishes, maintains, and nurtures effective working relationships with parents, community members, interested school stakeholders, and outside agency personnel.

Serves as school representative to the PTA, School Site Council, and other parent/community organizations.

Fosters effective articulation procedures with high schools.

Achieves status as a community leader in public education.

Provides the community with current information regarding school, District, and community events to encourage participation and enrollment.

Finance:

Develops and maintains the accuracy and integrity of the school budget.

Secures additional finances through grants, endowments, and other fund-raising sources as needed to augment special programs and projects.

Facilitates an understanding of the school budget with staff and community.

Prepares and submits reports required for the management of the school.

Maintenance and Operations:

Responsible for the care of all buildings, equipment, and campus grounds.

Responsible for the scheduling and proper use of facilities by outside agencies or groups.

Assists with transportation issues and problems.

Personnel and Collective Bargaining:

Participates in selecting certificated and classified staff and makes personnel recommendations accordingly.

Supervises and evaluates all certificated and classified personnel in the school.

Involved in training program staff.

Promotes positive staff morale and commitment.

Acknowledges accomplishments of colleagues and subordinates.

Respects and maintains professional confidences.

Administers the provisions of the collectively bargained contracts.

Administers grievances on behalf of the District.

Serves as an active and integral member of the collective bargaining team(s) for District Management. Identifies bargaining objects, prepares bargaining proposals, participates in negotiations, and maintains confidentiality of information obtained during the collective bargaining process.

Uses appropriate professional channels for communicating personal/professional concerns.

Demonstrates collegial and organizational loyalties.

Participates in District meetings, including management meetings.

Student Welfare and Attendance:

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Establishes and maintains systems designed to promote proper student conduct and enforces discipline as necessary, consistent with student's due process rights.

Provides appropriate campus supervision and monitors student discipline protocols.

Assumes responsibility for the safety and operation of the school plant and site, plans and supervises fire drills, and the emergency preparedness program.

Coordinates and participates in screening and recommending pupils for other special programs.

Student Activities:

Promotes a feeling of unity and spirit among the student body.

Provides extracurricular sports and student activities appropriate to a K-8 school.

Provides leadership/direction to student government and student council activities.

Professional Obligations:

Strives to continually improve management and administration skills and abilities.

Keeps aware of educational/personnel trends and developments and employs such information in the school program.

Maintains professional association memberships and represents the school/district on professional committees.

Works closely and cooperatively with executive management as a member of the District Management Team.

Authority and Functions:

Under the direction of the District Superintendent, is responsible for all assigned school site management and operation functions.

Chain of Command:

Reports directly to the District Superintendent. Works collaboratively with Assistant Superintendents and other district program managers.

Education/Experience:

Holds a Master's degree or Doctorate from an accredited university.

License or Certification:

Holds or is eligible for a Clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet physical and mental health standards. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: School Principal - Elementary (Management)

GENERAL SUMMARY:

Under the direction of and reporting to the District Superintendent, the Elementary School Principal (Management) shall be responsible for all aspects of the operation and management of the elementary (TK-5) school site. The Elementary School Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among staff and students. Through the Principal's leadership, all staff will recognize that the sole purpose for the school's existence is the academic success and well-being of all students, and the focus of all decisions should be predicated on that precept. The Elementary School Principal is a management employee who serves as an active and integral member of the district's negotiations team and formulates district policies and administering district programs. The Elementary School Principal exercises significant independent judgment and discretion as chief executive officer of the school. The Elementary School Principal operates within the framework of district policies adopted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Code of Regulations, Title V, and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

General:

Is responsible for the ongoing improvement of learning for every student.

Provides leadership and management of day-to-day activities of the school and leads implementation of actions designed to meet the goals of the district LCAP and site SPSA.

Identify, develop and modify the school's priorities and identify programs and positions to meet the school community's needs, district LCAP goals, and site SPSA priorities.

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Creates a calm, learning-centered school environment with systems that support learning, appropriate behavior, professional collaboration, and celebration of successes.

Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the school and district's long-range goals and day-to-day operations.

Participates in selecting certificated and classified staff; supervises and evaluates all certificated and classified personnel in the school, including classroom visitations and observations of teaching strategies and valid and constructive suggestions for improvement of instruction and follows through with those suggestions.

Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities.

Reports to the Superintendent and Governing Board on the growth, program improvement, and new initiatives.

Implements and maintains clear lines of communication with parents, community, agencies, and contracted vendors.

Identifies community resources and agencies that may provide services to the school and establishes relationships as appropriate with these resources and agencies.

Curriculum:

Supports teachers in providing optimal learning opportunities for students.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Develops, implements, and evaluates all curriculum and matters related to the school instructional program, ensuring equitable opportunities for all students.

Provides for an ongoing process of assessing student needs.

Plans/designs the appropriate staff development to support/reinforce the mission of the school and the continued professional growth of faculty and staff.

Demonstrates leadership and support of the educational and administrative philosophies of the district.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Supports teachers in providing optimal learning opportunities for students.

Community Relations:

Serves on appropriate committees/organizations to ensure the interests of the school and district are properly represented.

Establishes, maintains, and nurtures effective working relationships with parents, community members, interested school stakeholders, and outside agency personnel.

Serves as school representative to the PTA, School Site Council, and other parent/community organizations.

Fosters effective articulation procedures with middle schools.

Achieves status as a community leader in public education.

Provides the community with current information regarding school, district, and community events to encourage participation and enrollment.

Finance:

Develops and maintains the accuracy and integrity of the school budget.

Secures additional finances through grants, endowments, and other fund-raising sources as needed to augment special programs and projects.

Facilitates an understanding of the school budget with staff and community.

Prepares and submits reports required for the management of the school.

Maintenance and Operations:

Responsible for the care of all buildings, equipment, and campus grounds.

Responsible for the scheduling and proper use of facilities by outside agencies or groups.

Assists with transportation issues and problems.

Personnel and Collective Bargaining:

Participates in selecting certificated and classified staff and makes personnel recommendations accordingly.

Supervises and evaluates all certificated and classified personnel in the school.

Involved in training program staff.

Promotes positive staff morale and commitment.

Acknowledges accomplishments of colleagues and subordinates.

Respects and maintains professional confidences.

Administers the provisions of the collectively bargained contracts.

Administers grievances on behalf of the District.

Serves as an active and integral member of the collective bargaining team(s) for District Management. Identifies bargaining objects, prepares bargaining proposals, participates in negotiations, and maintains confidentiality of information obtained during the collective bargaining process.

Uses appropriate professional channels for communicating personal/professional concerns.

Demonstrates collegial and organizational loyalties.

Participates in District meetings, including management meetings.

Student Welfare and Attendance:

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Establishes and maintains systems designed to promote proper student conduct and enforces discipline as necessary, consistent with student's due process rights.

Provides appropriate campus supervision and monitors student discipline protocols.

Assumes responsibility for the safety and operation of the school plant and site, plans and supervises fire drills, and the emergency preparedness program.

Coordinates and participates in screening and recommending pupils for special programs.

Student Activities:

Promotes a feeling of unity and spirit among the student body.

Provides extracurricular student activities appropriate to a TK-5 school.

Provides leadership/direction to student government and student council activities.

Professional Obligations:

Strives to continually improve management and administration skills and abilities.

Keeps aware of educational/personnel trends and developments and employs such information in the school program.

Maintains professional association memberships and represents the school/district on professional committees.

Works closely and cooperatively with executive management as a member of the District Management Team.

Authority and Functions:

Under the direction of the District Superintendent, is responsible for all assigned school site management and operation functions.

Chain of Command:

Reports directly to the District Superintendent. Works collaboratively with Assistant Superintendents and other district program managers.

Education/Experience:

Holds a Master's degree or Doctorate from an accredited university.

License or Certification:

Holds or is eligible for a Clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet physical and mental health standards. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Middle School Principal (Management)

GENERAL SUMMARY:

Under the direction of and reporting to the District Superintendent, the Middle School Principal (Management) shall be responsible for all aspects of the operation and management of the middle school (grades 6-8) site. The Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among staff and students. Through the Principal's leadership, all staff will recognize that the sole purpose for the school's existence is the academic success and well-being of all students, and the focus of all decisions should be predicated on that precept. The Middle School Principal is a management employee who serves as an active and integral member of the district's negotiations team and formulates district policies and administering district programs. The Middle School Principal exercises significant independent judgment and discretion as chief executive officer of the school. The Middle School Principal operates within the framework of district policies adopted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Code of Regulations, Title V, and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

General:

Is responsible for the ongoing improvement of learning for every student.

Provides leadership and management of day-to-day activities of the school and leads implementation of actions designed to meet the goals of the district LCAP and site SPSA.

Identify, develop and modify the school's priorities and identify programs and positions to meet the school community's needs, district LCAP goals, and site SPSA priorities.

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Creates a calm, learning-centered school environment with systems that support learning, appropriate behavior, professional collaboration, and celebration of successes.

Promotes with all staff the valuing of every student's right to be treated with dignity and respect.

Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the school and District's long-range goals and day-to-day operations.

Participates in selecting certificated and classified staff; supervises and evaluates all certificated and classified personnel in the school, including classroom visitations and observations of teaching strategies and valid and constructive suggestions for improvement of instruction and follows through with those suggestions.

Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities.

Reports to the Superintendent and Governing Board on the growth, program improvement, and new initiatives.

Implements and maintains clear lines of communication with parents, community, agencies, and contracted vendors.

Identifies community resources and agencies that may provide services to the school and establishes relationships as appropriate with these resources and agencies.

Curriculum:

Supports teachers in providing optimal learning opportunities for students.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Develops, implements, and evaluates all curriculum and matters related to the school instructional program, ensuring equitable opportunities for all students.

Provides for an ongoing process of assessing student needs.

Coordinates curriculum development with department chairs and ensures articulation with district-wide efforts.

Plans/designs the appropriate staff development to support/reinforce the mission of the school and the continued professional growth of faculty and staff.

Demonstrates leadership and support of the educational administrative philosophies of the district.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Supports teachers in providing optimal learning opportunities for students.

Community Relations:

Serves on appropriate committees/organizations to ensure the interests of the school and district are properly represented.

Establishes, maintains, and nurtures effective working relationships with parents, community members, interested stakeholders, and outside agency personnel.

Serves as school representative to the PTA, School Site Council, and other parent/community organizations.

Fosters effective articulation procedures with the elementary schools and high schools.

Achieves status as a community leader in public education.

Provides the community with current information regarding school, district, and community events to encourage participation and enrollment.

Finance:

Develops and maintains the accuracy and integrity of the school budget.

Secures additional finances through grants, endowments, and other fund-raising sources as needed to augment special programs and projects.

Facilitates an understanding of the school budget with staff and community.

Prepares and submits reports required for the management of the school.

Maintenance and Operation:

Responsible for the care of all buildings, equipment, and campus grounds.

Responsible for the scheduling and proper use of facilities by outside agencies or groups.

Assists with transportation issues and problems.

Personnel and Collective Bargaining:

Participates in selecting certificated and classified staff and makes personnel recommendations accordingly.

Supervises and evaluates all certificated and classified personnel in the school.

Involved in training program staff.

Promotes positive staff morale and commitment.

Acknowledges accomplishments of colleagues and subordinates.

Respects and maintains professional confidences.

Administers the provisions of the collectively bargained contracts.

Administers grievances on behalf of the District.

Serves as an active and integral member of the collective bargaining team(s) for District Management. Identifies bargaining objects, prepares bargaining proposals, participates in negotiations, and maintains confidentiality of information obtained during the collective bargaining process.

Uses appropriate professional channels for communicating personal/professional concerns.

Demonstrates collegial and organizational loyalties.

Participates in District meetings, including management meetings.

Student Welfare and Attendance:

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Establishes and maintains systems designed to promote proper student conduct and enforces discipline as necessary, consistent with student's due process rights.

Provides appropriate campus supervision and monitors student discipline protocols.

Assumes responsibility for the safety and operation of the school plant and site, plans and supervises fire drills, and the emergency preparedness program.

Coordinates and participates in screening and recommending pupils for special programs.

Student Activities:

Promotes a feeling of unity and spirit among the student body.

Provides extracurricular sports and student activities appropriate to a middle school.

Provides leadership/direction to student government and student council activities.

Professional Obligations:

Strives to continually improve management and administration skills and abilities.

Keeps aware of educational/personnel trends and developments and employs such information in the school program.

Maintains professional association memberships and represents the school/district on professional committees.

Works closely and cooperatively with executive management as a member of the District Management Team.

Authority and Functions:

Under the direction of the District Superintendent, is responsible for all assigned school site management and operation functions.

Chain of Command:

Reports directly to the District Superintendent. Works collaboratively with Assistant Superintendents and other district program managers.

Education/Experience:

Holds a Master's degree or Doctorate from an accredited university.

License or Certification:

Holds or is eligible for a Clear Administrative Services Credential issued by the California Commission on Teacher Credentialing.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet physical and mental health standards. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

LAKESIDE UNION SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Vice Principal (Management)

GENERAL SUMMARY:

Under the direction of the Principal, the Vice Principal (Management) shall be responsible for directing the school-wide program of curriculum and instruction; manages and oversees school program evaluation, budgeting, purchasing, curriculum development, and master scheduling. The Vice Principal assists in maintaining a safe, caring, student-centered environment that promotes high academic and ethical standards among staff and students. Through the Vice Principal's leadership, all staff will recognize that the sole purpose for the school's existence is the academic success and well-being of all students and the focus of all decisions should be predicated on that precept. The Vice Principal is a management employee who serves as an active and integral member of the district's negotiations team and participates in formulating district policies. The Vice Principal operates within the framework of District policies adopted by the Board of Trustees, the regular requirements as stipulated in the Education Code, the California Code of Regulations, Title V, and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

General:

Provides leadership and management of day-to-day activities of the school and leads implementation of actions designed to meet the goals of the district LCAP and site SPSA.

Assists to identify, develop and modify the school's priorities and identify programs and positions to meet the school community's needs, district LCAP goals, and site SPSA priorities.

Assists the principal in the supervision and instructional program at a school site, including master teaching schedule, assignment of classrooms for instruction.

Leads and monitors implementation of curriculum alignment with State Content Standards, performance-based assessments, new teacher induction, teacher support, use of instructional technology and articulation efforts.

Plans and administers in-service and staff development and program evaluation and assessment.

Coordinates the services of in-school and district resources such as counselors, psychologist, nurse substitutes and other support staff.

Participates in emergency response activities as necessary.

Serves on school and district committees and organizations to assure the interests of the school are properly served.

Evaluates and supervises members of the staff, and provides counseling to improve employee performance and to encourage professional development.

Confers with students, parents, teachers, law enforcement officers, and representatives of social welfare agencies to resolve individual pupil academic and behavioral problems.

Establishes and maintains guides for proper student conduct and enforce discipline as necessary, consistent with the due process rights of students.

Acknowledges accomplishments of staff members and students.

Respects and maintains professional and student confidences.

Attends professional meetings and other meetings regarding district business, SST's, IEP's, 504's etc.

Evaluates student progress in the instructional program by discussions with teachers, counselors and review of student records.

Adheres to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.

Performs other related duties as assigned.

Curriculum:

Supports teachers in providing optimal learning opportunities for students.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Assists in the interpretation and implementation of the school instructional program and the ongoing process of assessing student needs.

Develops, implements, and evaluates all curriculum and matters related to the school instructional program, ensuring equitable opportunities for all students.

Provides for an ongoing process of assessing student needs.

Demonstrates leadership and support of the educational and administrative philosophies of the district.

Provides leadership in curriculum development and ensures high-quality curriculum design and delivery and professional collaboration among colleagues.

Supports teachers in providing optimal learning opportunities for students.

Community Relations:

Serves on appropriate committees/organizations to ensure the interests of the school and district are properly represented.

Establishes, maintains, and nurtures effective working relationships with parents, community members, interested school stakeholders, and outside agency personnel.

Develops and communicates curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information to allow parental monitoring.

Serves as school representative to the PTA, School Site Council, and other parent/community organizations.

Implements and maintains clear lines of communication with parents, community, agencies, and contracted vendors.

Plans/designs the appropriate staff development to support/reinforce the mission of the school and the continued professional growth of faculty and staff.

Identifies community resources and agencies that may provide services to the school and establishes relationships as appropriate with these resources and agencies.

Fosters effective articulation procedures with middle schools.

Achieves status as a community leader in public education.

Provides the community with current information regarding school, district, and community events to encourage participation and enrollment.

Finance:

Assists to develop and maintain the accuracy and integrity of the school budget in collaboration with the Business Office and Education Services.

Assists in securing additional finances through grants, endowments, and other fund-raising sources as needed to augment special programs and projects.

Assists in the direction of budgeting and purchasing of instructional supplies and equipment.

Facilitates an understanding of the school budget with staff and community.

Prepares and submits reports required for the management of the school as assigned.

Maintenance and Operations:

Responsible for assisting with the care of all buildings, equipment, and campus grounds.

Responsible for assisting with the scheduling and proper use of facilities by outside agencies or groups.

Assists with transportation issues and problems.

Personnel and Collective Bargaining:

Participates in selecting certificated and classified staff; supervises and evaluates all certificated and classified personnel in the school, including classroom visitations and observations of teaching strategies.

Involved in training program staff.

Promotes positive staff morale and commitment.

Acknowledges accomplishments of colleagues and subordinates.

Respects and maintains professional confidences.

Administers the provisions of the collectively bargained contracts.

Administers grievances on behalf of the District.

Serves as an active and integral member of the collective bargaining team(s) for District Management. Identifies bargaining objects, prepares bargaining proposals, participates in negotiations, and maintains confidentiality of information obtained during the collective bargaining process.

Uses appropriate professional channels for communicating personal/professional concerns.

Demonstrates collegial and organizational loyalties.

Works closely and cooperatively with executive management as a member of the District Management Team.

Student Welfare and Attendance:

Ensures that all students enrolled at their school site receive a high-quality educational program that demonstrates the value of every student's right to be treated with dignity and respect.

Establishes and maintains systems designed to promote proper student conduct and enforces discipline as necessary, consistent with student's due process rights.

Provides appropriate campus supervision and monitors student discipline protocols.

Monitors and ensures the safety and operation of the school plant and site, plans and supervises fire drills, and the emergency preparedness program as directed.

Maintains awareness of community resources available to assist students.

Supervises the maintenance of accurate records on the progress and attendance of students.

Coordinates and participates in screening and recommending pupils for special programs.

Student Activities:

Promotes a feeling of unity and spirit among the student body.

Coordinates and provides monitoring, direction and supervision for the school's co-curricular and extracurricular programs and other activities.

Provides leadership/direction to student government and student council activities.

Promotes a feeling of unity and spirit among the student body.

Supervises school auxiliary services, including student safety programs, testing programs, library/media learning center services, textbooks and multimedia supplies and equipment.

Professional Obligations:

Strives to continually improve management and administration skills and abilities.

Keeps aware of educational/personnel trends and developments and employs such information in the school program.

Maintains professional competence through participation in in-service education activities provided by the district and/or self-selected professional growth activities.

Works closely and cooperatively as a member of the District Management Team.

Authority and Functions:

Under the direction of the Principal, is responsible for all assigned school site management and operation functions.

Chain of Command:

Reports directly to the Principal. Works collaboratively with the District Superintendent, Assistant Superintendents and other district program managers.

Education/Experience:

Master's or Doctorate Degree in Educational Administration or closely related field from an accredited college or university desired.

Five (5) years of experience teaching K-8 students preferred.

License or Certification:

Holds or is eligible for an Administrative Services Credential issued by the California Commission on Teacher Credentialing.

Valid California Driver's License.

Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet physical and mental health standards. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**LAKESIDE UNION SCHOOL DISTRICT
MANAGEMENT SALARY SCHEDULE**

Effective July 1, 2023

CERTIFICATED POSITIONS	Workyear	Group	Range	1	2	3	4	5
Vice Principal	201 days	8	63	106,849	111,655	116,684	121,934	127,423
Program Specialist - Special Education	201 days	8	63	106,849	111,655	116,684	121,934	127,423
School Principal-Middle School	206 days	8	64	130,159	135,668	141,421	147,435	153,726
School Principal- Elementary	201 days	8	76	122,427	127,935	133,688	139,702	145,991
K-8 Academy Principal	201 days	8	76	122,427	127,935	133,688	139,702	145,991
Coordinator, Education Services	224 days*	8	77	130,786	136,673	142,821	149,249	155,971
Director of Student Support	224 days*	8	78	136,367	142,501	148,910	155,608	162,613
Director of Special Education	224 days*	8	78	136,367	142,501	148,910	155,608	162,613
CLASSIFIED POSITIONS	Workyear	Group	Range	1	2	3	4	5
Transportation Supervisor	12 months	2	19	74,270	77,612	81,105	84,755	88,569
Supervisor of Custodial Services	12 months	2	19	74,270	77,612	81,105	84,755	88,569
Preschool Manager	12 months	2	21	87,033	89,968	92,735	95,610	98,605
Manager-Extended Student Services	12 months	2	23	95,132	98,747	102,499	106,394	110,437
Manager-Technology Services	12 months	2	25	101,722	105,590	109,603	113,768	118,093
Child Nutrition Director	12 months	2	30	108,132	112,988	118,061	123,362	125,751
Director of Maintenance, Operations and Transportation	12 months	2	31	124,904	129,650	134,576	139,690	144,999
Director of Finance	12 months	2	32	129,434	134,353	139,458	144,757	150,257
Executive Director of Human Resources	12 months	2	36	145,535	152,082	158,921	166,070	173,546

The Principal positions included herein are confidential positions.

Anniversary Increment: At the beginning of the 10th, 15th, 20th year of Management service within the Lakeside Union School District, 5% of step 5 (or current step) will be added to employees' salary. Classified employees who become Management employees will add half of the Non-management service years to Management service years only for the purpose of beginning longevity increments.

Annual Membership Dues not to exceed \$800 for professional organizations may be paid by the District .

If required, up to eight (8) additional days for School Principals, Vice Principals, Program Specialist, Coordinator, Student Support, and may be approved by the Superintendent.

* Net workdays after vacation/holidays.

Board Approved: 3/14/2024

Negotiated Rate: Update Prinicipal/Vice Principal Position

LAKESIDE UNION SCHOOL DISTRICT
BOARD OF TRUSTEES SPECIAL BOARD MEETING, March 18, 2024
Personnel Assignment Order – 2024-10

BACKGROUND:

The following personnel appointments, changes of status, leave requests, resignations, dismissals, and consultant requests are submitted for Board consideration. Italicized information indicates a change.

Certificated Staff

A. New Hire:

Employee	Assignment/Location	Class/Step	Previous Annual Salary	New Annual Salary	Effective Date

B. Reclassification/Location:

Employee	Assignment	Effective Date
Dexheimer, Brooke/DREAM	K-8 Academy Principal (Management)	7-1-2023
Rosa, Jim/Lakeside Farms	School Principal - Elementary (Management)	7-1-2023
Rowan, Michael/Lakeview	School Principal - Elementary (Management)	7-1-2023
Price, Jennifer/Lemon Crest	School Principal - Elementary (Management)	1-8-2024
Green, Tessa/Lindo Park	School Principal - Elementary (Management)	7-1-2023
Cox, Grace/Riverview/Winter Gardens	School Principal - Elementary (Management)	7-1-2023
Hardiman, Leslie/Tierra Del Sol	School Principal - Middle School (Management)	7-1-2023
Mull, Steve/Lakeside Middle	School Principal - Middle School (Management)	7-1-2023
Macias-Gonzalez, Paula/Tierra Del Sol	Vice Principal - Middle School (Management)	7-1-2023
Mietzel, Jim/Lakeside Middle	VicePrincipal - Middle School (Management)	7-1-2023

C. Waiver:

Employee	Assignment/Location	Reason	Recommendation	Effective Date

D. Resignation:

Employee	Assignment/Location	Class/Step	Reason	Effective Date

E. Provisional Internship Permit:

Employee	Assignment/Location	Effective Date

F. LAO:

Employee	Location	Position	Reason	Effective Date

G. FMLA:

Employee	Location	Position	Reason	Effective Date

Classified Staff

H. New Hire:

Employee	Location	Position/Class/Step	Previous Monthly Salary	New Monthly Salary	Effective Date

I. Change of Status/Location:

Employee	Location	Position/Class/Step	Previous Monthly Salary	New Monthly Salary	Effective Date

J. Management Position:

Employee	Location	Position/Range/Step	Effective Date

K. Resignation/Termination:

Employee	Location	Position	Reason	Effective Date

L. Leave:

Employee Name	Location	Position	Effective Date

M. Sort Term Staff Agreement

Employee	Title	Start/End Date	Job Duties	Hourly Rate

RECOMMENDATION:

Administration recommends approval of listed personnel appointments, changes of status, leave requests, resignations, dismissals, and consultants. This recommendation supports the following District goal: Assure the highest quality of school district services, including, but not limited to, academic, social, emotional and health services by hiring and retaining employees with not only required technical skills in the areas of their responsibilities but also the ability to handle diverse challenges.