



Site Principal

Position Type: Full-Time Temporary (Summer Position - 6 weeks)

Location: San Jose/Bay Area

Organization Overview:

The José Valdés Math Foundation is a non-profit, 501(c)3 charitable organization that provides six weeks of summer math instruction to elementary, middle-school and high-school students from low-income families, as well as providing year-round tutoring. We serve approximately 400 to 600 students each summer, and the ultimate goal is for our students to pass Calculus successfully before graduation from high school. We are committed to a diverse, inclusive, and equitable work environment. Read more about our [DEI Policy](#) and [Equal Opportunity Non-Discrimination Policy](#).

Position Summary:

Site Principals provide the administrative support for the campus to which they are assigned. They are primarily responsible for engaging with parents and school district personnel. They draft reports compiling information regarding attendance, cumulative test scores and provide supervision of teachers, program assistants and office assistants. They are responsible for providing oversight of any discipline of students and staff. They are responsible for following and implementing agency policies and procedures and complying with Federal, State and municipal regulations and laws.

Qualifications:

- Bachelor's degree in Education, Mathematics, or a related field (Master's degree preferred).
- Demonstrated experience in an administrative role within an educational institution, such as Assistant Principal or similar positions.
- Familiarity with administrative processes and procedures within a school setting.
- Knowledge of best practices in teacher supervision and support.
- Excellent communication and interpersonal skills.
- Effective problem-solving skills and decision-making capabilities.
- Ability to create an inclusive and engaging learning environment.
- Enthusiasm for working with students during the summer months.

Compensation:

\$45/hour. This position is a temporary position and takes place during the summer break (6 weeks). Full-time hours during the program's duration. Continuation of the paid position is predicated on the organization being successfully funded.

To Apply

Submit an application through the [Summer 2024 Site Principal Application Form](#). For any questions, please contact Bob Turner, Program Director at bob.turner@josevaldesmath.org.