Position Description

Position: Principal-Alternative Education

Board Approved: 4/19/2016

Salary Grade: Certificated Administrative

FLSA: Exempt

Summary

Under general direction, provides services for the following programs, operations and personnel for assigned alternative education school; assure safe and positive learning environment for the students and staff.

Essential Duties and Responsibilities

- Plan, organize, control and direct instructional activities, extracurricular events, special programs and school site operations at an assigned District continuation high school.
- Confer with District office personnel regarding staff, programs, students, finances and legal requirements.
- Implement and modify the school's mission, goals, objectives and programs as needed.
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign Vice Principal, faculty, counselors and other staff as appropriate to meet school objectives.
- Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance. Enforce applicable state and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.
- Plan and direct the business operations of the school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements.
- Analyze data and develop and implement plans for instructional improvement growing out of program assessment.
- Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Conduct articulation activities with District high schools; develop and direct an orientation program for new students.
- Supervise or provide for supervision of students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines. Assure the health, safety and welfare of students.
- Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
- Coordinate the maintenance and operations of the school site; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Lead the development of innovative programs to engage students and prepare them for post graduate transition to college and/or career.
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; conduct student/parent appeals; attend IEP and other meetings as assigned;
- Respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions.
- Direct the preparation and maintenance of a variety of District, county, state and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.
- Direct the maintenance of comprehensive files pertaining to school personnel, site facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
- Other duties as assigned.

Qualifications

- **Knowledge and Skills**
  The position requires advanced professional knowledge of theories, concepts, principles and practices in instruction, curriculum, learning and education administration. Requires mastery of the theories, procedures, methods and requirements for designing, implementing, and integrating curriculum theory and action plans that accomplish educational goals in an alternative education environment. Requires in-depth knowledge of national, state and District educational goals and standards. Requires in-depth knowledge of the most recent research and proven best practices in closing achievement gaps and meeting the diverse needs and styles of students. Requires well-developed skills to use a computer, common office productivity applications and specialized software used in education and research environments. Requires knowledge of categorical funding cycles, proposals and grant preparation to include budget planning and development of program financial controls. Requires well-developed skills to understand financial statements, statistics and non-parametric data relationships. Requires advanced human relations skills sufficient to conduct formal presentations to large and diverse audiences, to facilitate executive and management-level group action planning, external relations, conflict resolution, performance appraisal and facilitate in-service education. Requires advanced language and writing skills to develop complex business plans, goals and objectives and make formal presentations.

- **Abilities**
  Requires the ability to perform all of the duties of the job that support its objectives. Requires the ability to plan, prioritize and assign work in order to meet yearly schedules and timelines. Requires the ability to learn and apply pertinent legislation, regulations and District requirements for performance. Requires the ability to lead and work with school improvement initiatives for narrowing student achievement gaps and improving overall achievement. Requires the ability to write complex reports and program materials. Requires the ability to solve complex problems where trade-offs and risks are involved, confrontations exist and status of staff and students can be impacted. Requires the ability to manage complex projects and measure performance outcomes. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. May require the ability to communicate in a second language.

- **Physical Abilities**
  Requires sufficient ambulatory ability to move about school campus environments on a continuous basis. Requires sufficient visual acuity to recognize words and numbers. Requires hand-arm-eye coordination to use a computer keyboard and retrieve files from standing forward flexing and seated positions. Requires auditory capacity to speak and hear in public settings.
• **Education and Experience**
  
  - Valid California Administrative Services Credential required.
  - A minimum of five years teaching experience required.

• **Working Conditions**
  
  Office and/or diverse school site environments.

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.*