

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Continuation High School Principal

DEPARTMENT: Continuation High School

POSITION SUMMARY: Under the general supervision of the Superintendent, the Continuation High School Principal administers a continuation high school, serves as the instructional leader for the certificated and classified staff assigned to the site and is responsible for management of all aspects of the school's operation, including: educational programming, supervision of all instruction, supervision and evaluation of certificated and classified employees, communication with the school community, supervision of school in-service programs, compliance with all federal, state and District laws, regulations, policies and requirements, and other related work as required.

ESSENTIAL FUNCTIONS:

1. Provides leadership to the staff in determining objectives and identifying school needs as a basis for developing long and short term plans for the school.
2. Interprets and implements the District approved curriculum program in the light of state standards and individual school needs.
3. Responsible for the overall supervision of the instructional program of the school.
4. Establishes an effective school administrative team organizational structure with clear lines of responsibility and with the necessary delegation of authority.
5. Identifies, provides, assigns and coordinates in-service growth opportunities for teaching personnel within the school.
6. Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performance, and identifies and encourages individual teachers with leadership potential.
7. Assigns all pupils to appropriate programs in such a way as to encourage their optimum growth.
8. Assigns teachers or other qualified personnel such as security duties and responsibilities that may be necessary for proper management of children while they are at school.
9. Makes periodic appraisals of pupil progress, analyzes the data, disseminates the information, consults with all interested parties and initiates appropriate strategies for improvement.
10. Develops school plans, handbooks, and organizational procedures for health, safety, discipline and conduct of students as established in District procedures.
11. Plans, coordinates, and evaluates the total program of pupil services including guidance and testing programs.
12. Plans, directs and supervises the business operations of the school.
13. Responsible for maintaining a program of public relations, establishes active, cooperative relationships with parents, and promotes the activities of the School Site Council and other parent groups.
14. Plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
15. Ensures that programs and curricula are designed to achieve the District's annual student achievement goals.
16. Develops and oversees other District programs as assigned.
17. Handles all complaints affecting the school, and with regard to fairness and due process, investigates the same when facts seem to warrant and refers to the immediate supervisor when appropriate.
18. Maintains regular and prompt attendance in the workplace
19. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher required. Possession and maintenance of a valid California administrative credential authorizing service as a secondary school principal required. Master's Degree from an accredited institution of higher learning is preferred in secondary education or administration or a closely related field. Previous successful experience as a school or district administrator preferred.

SKILLS AND QUALIFICATIONS:

1. Knowledge of techniques and strategies for successful management and supervision, including observation, diagnosis and conferencing with teachers to support instructional improvement.
2. Knowledge of evaluation, assessment and dismissal procedures related to certificated and classified staff.
3. Knowledge of standards-based instructional models.
4. Knowledge of federal, state and local legislation related to school administration, including the California Education Code, Health and Welfare Code, Code of Regulations and TUSD Board of Education policies and administrative regulations.
5. Knowledge of principles and practices of public school administration, including budget development and maintenance.
6. Knowledge of current applications and use of technology to enhance instructional programs and support administrative activities.
7. Ability to provide strong instructional leadership.
8. Ability to plan, implement and monitor a comprehensive, standards-based educational program which addresses the needs of a diverse student population and meets the District's student achievement goals.
9. Ability to select and manage certificated and classified staff with skills and abilities that match school needs and enhance program effectiveness.
10. Ability to develop and implement teacher performance standards and regularly evaluate performance.
11. Ability to mentor and motivate teachers by facilitating innovation, supporting teachers in efforts to promote new ideas and assisting staff acquire needed skills and materials and implement staff development activities through collaboration with administrators and teachers.
12. Ability to establish and maintain cooperative relationships and outreach programs for parents and the community to support individual student learning goals and program objectives, integrate special education, bilingual and other programs into the regular educational program by working cooperatively with stakeholders; align budgetary, human and material resources with student learning goals and implement site-based budgeting program.
13. Knowledge of intermediate computer skills.
14. Ability to communicate effectively, orally and in writing.
15. Ability to make fiscally responsible decisions.
16. Knowledge of the intellectual, social, emotional and physical needs of high school age students.

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PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 75 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office and/or classroom environment and come in direct contact with school site staff, students, parents, and the public. In addition, the Continuation High School Principal must perform duties and responsibilities that occur outside school buildings and facilities on the school campus and at other school related activities and events.

SALARY: Leadership/Management Salary Schedule (LME), Range 54

DAYS OF SERVICE: 204 Days

Board approved: May 8, 2007

Rev. 2.23.16 (range only)