

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Principal of Alternative Education Programs and Adult Education

QUALIFICATIONS

CREDENTIALIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
EXPERIENCE:	<u>Required</u>	Minimum of four years of credentialed service.
	<u>Desirable</u>	Five years or more of secondary teaching and administrative experience; experience in adult education teaching or administration.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor, the Principal of Alternative Education Programs and Adult Education shall be responsible for budgeting, directing, supervising, coordinating and evaluating the district alternative education programs and the adult education program and personnel.

The principal shall administer alternative education programs and the adult education program in accordance with the policies and regulations of the Redlands Unified School District Board of Education, the State Department of Education and the State Education Code.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Principal of Alternative Education Programs and Adult Education job performance will be as follows:

1. Educational and guidance programs will have been effectively directed, coordinated, supervised and evaluated.
2. Communication efforts between the district, site personnel, students and community will have been efficiently and effectively directed, coordinated and evaluated.
3. District policies, goals, objectives and priorities will have been appropriately interpreted, implemented and communicated to the site personnel and community.

4. The design and implementation of staff inservice development will have been capably directed, coordinated and evaluated.
5. Students' registration, records and attendance procedures will have been satisfactorily directed and coordinated.
6. Research and testing for the measurement of effectiveness of educational programs will have been competently directed, coordinated and evaluated.
7. Federal and state instructional projects in support of school programs will have been appropriately supervised, coordinated and evaluated.
8. In accordance with district philosophy, goals, objectives and priorities, curriculum development will have been effectively directed and coordinated.
9. Budgetary procedures for expenditure of alternative education, adult education, and adult student council funds will have been appropriately developed and efficiently monitored and administered.
10. Certificated and classified personnel will have been assigned, supervised and evaluated in a timely manner.
11. Appropriate assistance will have been provided in the screening, selection and dismissal of personnel and submission of recommendations for employment to the Assistant Superintendent, Human Resources.
12. The maintenance of a master calendar of school events will have been competently supervised and directed.
13. Faculty and departmental meetings will have been appropriately planned and directed.
14. District support services such as maintenance, purchasing and transportation will have been satisfactorily coordinated.
15. Site level records and reports to the district will have been transmitted in a timely manner.
16. The articulation of site level programs with all appropriate groups will have been effectively managed.
17. Positive management leadership in the areas of planning, organization, delegation, control and evaluation toward district goals and objectives will have been expeditiously provided.
18. Determination of the alternative education and adult educational needs of the area will have been satisfactorily completed by surveys and analysis.

19. A high level of awareness regarding all laws, regulations, statutes, rules and policies regarding alternative education and adult education will have been consistently maintained and the information accurately interpreted.
20. Cooperative ventures with other governmental, civic and private agencies to improve the alternative education and adult educational program will have been competently directed and coordinated.
21. District independent study program(s) will have been effectively developed, coordinated, directed and evaluated.
22. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated as required.
23. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
24. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
25. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
26. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
27. Work with home-schooling parents, supervision of student instruction, and placement of students with other teachers as needed will have been effectively carried out.
28. The preparation of state, federal, and district reports will have been effectively accomplished.
29. Use of school facilities by both inside and outside agencies will have been effectively coordinated.
30. Support in effectively administering the total co-curricular program at Orangewood High School will have been effectively provided.
31. Support for the program of student control and discipline will have been effectively provided.
32. The high school diploma/GED preparation and Independent Study Program will have been developed, coordinated, and scheduled.
33. Other duties assigned by the supervisor will have been effectively accomplished.

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