

27J SCHOOLS
ADMINISTRATIVE POSITION JOB DESCRIPTION

Job Title: Principal of Innovations and Options Campus
Last Modified: December 2020
Work Year: 215 Paid Days
Department: Building Site Administration
Reports To: Chief Academic Officer and Director of Intervention Services

POSITION SUMMARY: Provides leadership, direction, supervision and accountability for the District's Innovations and Options Campus, and related programs. Primary responsibility includes instructional leadership, development and implementation of curriculum and programming for Innovations and Options Campus to prepare a diverse student population for post-secondary education options or for other 21st century workforce readiness skills. The principal organizes, directs, evaluates, and supervises administrative, certified, classified and support staff at each. The principal also serves as a District representative for a variety of community groups and forums.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Possesses a broad range of skills, familiarity with research-based practices and demonstrated leadership in alternative and blended learning educational models, specifically to include those educational models most effective at meeting the needs of educationally and culturally diverse students who might otherwise be at risk of becoming disengaged from school in a traditional, comprehensive high school.
2. Primarily responsible for the District's online, blended learning school, alternative education campus, including the online/blended learning school, expelled and transitional students program and dropout prevention and recovery program. Includes responsibility for development and implementation of unified improvement plans and compliance with state accreditation requirements for alternative education and blended learning schools.
3. Responsibility for hiring, supervision and evaluation of administrative, instructional, classified and support staff for the Innovations and Options Campus.
4. Responsible for budget oversight and resource allocation for the Innovations and Options Campus and all related programs. Expected to seek community, corporate and grant partnerships that would bring additional opportunities to students beyond those provided through the campus budgets.
5. Establishes and maintains a safe, effective learning climate in the school by implementing student behavior, attendance, social-emotional supports and school safety programs which are aligned with district policies.
6. Primary responsibility for development and coordination of the district's high school credit recovery services, specifically including blended-learning and/or online credit recovery. Serves as a key district contributor in identifying and implementing services to meet the needs of under achieving student groups.

7. Establishes and maintains positive, proactive public relations and clear, consistent communications within the school, across the district and throughout the surrounding community, including program marketing and student outreach. Ensures clarity regarding enrollment application and admission procedures. Ensures that students, parents, staff and community are aware of the unique services and programs available through the Innovations and Options Campus.
8. Coordinates, implements and monitors the effectiveness of a non-traditional instructional schedule that provides both structure and flexibility to meet the individual needs of diverse students.
9. Works collaboratively with community members, parents, staff and students to formulate a school vision and develops goals and objectives consistent with district goals and objectives.
10. Demonstrates positive, collaborative leadership and participates in collegial problem solving in a variety of situations and departments, emphasizing teamwork and beneficial effects on student learning.
11. Demonstrates knowledge of superintendent policies, board of education priorities and negotiated agreements.
12. Other duties as assigned.

EXPERIENCE AND ACADEMIC PREPARATION:

1. Formal Education: Master's Degree minimum; other advanced graduate work preferred.
2. Requires a Colorado Principal License.
3. Administrative Experience: at least three years as a principal, assistant principal or other leadership position.
4. Teaching Experience: at least 5 years, or a combination of teaching and administrative experience equivalent to 5 or more years. Must include experience in schools or programs implemented specifically to serve the needs of students at risk of educational failure as well as students from diverse backgrounds.
5. Training and/or experience in alternative education, blended learning, online learning and/or non-traditional educational settings.
6. Demonstrated leadership experience in collaborative decision making.
7. Bilingual English / Spanish preferred though not required.

OTHER REQUIREMENTS:

- Ability to understand, exchange, and present verbal information/instruction with others of varied backgrounds.
- Ability to read and understand written materials.

- Ability to translate verbal communication into effective written material, e.g. reports and other documents.
- Ability to summarize written material into effective verbal communication, e.g. oral reports to groups or individuals.
- Ability to remember situations, details, laws, regulations, procedures, policies, and the like.
- Ability to understand and perform mathematical computations.
- Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
- Ability to conceptualize and apply analytical skills.
- Ability to identify conflict and take the steps necessary to resolve the issues.
- Ability to understand and apply organizational theories and practices in the administration of policies, procedures, programs and communications.

EQUIPMENT USED: Telephone, computer, facsimile machine, copiers, printers, audio/visual equipment and other business related equipment.

PHYSICAL REQUIREMENTS:

1. Ability to grasp and manipulate office equipment and other similar tools and equipment.
2. Ability to participate in routine conversation in person or via telephone.
3. Ability to distinguish small objects at near distances.

ENVIRONMENTAL CONDITIONS: The majority of this position's duties are performed inside. Position has little or no exposure to adverse weather or environmental conditions