



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
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Title: Principal – Alternative Education

Reports to: Superintendent

Work Year: 215 days

Employment Status: 1.0 Full Time Equivalent

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: Under the direction of the Superintendent, the position of Principal - Alternative Education is responsible for planning, organizing, leading, and directing the educational operations, activities, and services for the for one or more alternative education schools (i.e continuation, community day, independent study, middle college, etc.). Principal is responsible for a wide range of management and administrative responsibilities necessary to provide instructional leadership, maintain budgetary oversight, comply with local, state and federal regulations, supervise assigned staff, establish appropriate relationships with the community and other agencies, and ensure an effective program of student education.

Essential Functions:

- Serve as an instructional leader for students, staff, and the educational program for the purpose of ensuring student success
- Develop and implement plans to improve the high school graduation rate, college and career readiness, academic achievement, and student attendance and behavior.
- Communicate with students, teachers, law enforcement, probation department, social services, parents, special education administrators, and other school officials for the purpose of discussing a variety of educational, behavioral or other school-related issues, problems or concerns
- Select, train, supervise and evaluate teachers, classified, and other personnel as assigned to ensure effective and efficient operations
- Develop long-and short-range plans, and facilitate communication between the District personnel, community resources and related agencies to promote student success
- Manage a wide variety of programs for the purpose of ensuring compliance with state, federal, and/or county regulations
- 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
- Supervise students on campus before and after school; monitor students during lunch, 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 access to academic, social and career counseling to students

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- 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
- Participate in meetings, and lead workshops and Professional Learning Community (PLC) sessions for the purpose of conveying, planning and/or gathering information required to increase staff and student performance
- Design and provide professional development opportunities to maintain a highly qualified workforce
- Facilitate communication between personnel, students, and/or parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts
- Oversee, review, and participate in the development and design of curriculum; establishes and administer curriculum priorities in accordance with state standards
- Manage school administrative functions such as facilities and budgets to ensure compliance with LUSD procedures and protocols
- Prepare reports and presentation for the purpose of disseminating information to stake holders
- Attend Individualized Education Plan (IEP) Meetings and ensure appropriate services are available and offered
- Ensure appropriate adopted and approved instructional materials are provided to meet the needs of all students
- Perform job assignment safely for the purpose of protecting people and property
- Establish open communication with parents/caregivers for the purpose of creating opportunities for parent involvement
- Perform other related duties as assigned

Knowledge, Skills, and Abilities

KNOWLEDGE of principles, theories, practices, methods, and techniques used in alternative education classroom instruction; applicable federal, state, and local laws, codes, ordinances and regulation as they pertain to public school instruction; evaluation and assessment techniques used in determining proper teaching and instructional methods; school physical plant design, upkeep, and long term maintenance; probation and lock down facility procedures and protocols; management and supervision principles and practices; financial administration principles and practice including budgeting and purchasing; records retention including systems and maintenance; standardized testing processes and procedures; report writing; presentation techniques and processes; Microsoft Office suite.

SKILLS are required to perform multiple non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions; supervise, organize, and implement programs related to the assignment; effectively analyze complex procedures/issues and understand and interpret laws and regulations; develop and administer multiple budgets and wide variety of income sources.

ABILITY to assume primary and direct responsibility for the operation and administration of the alternative education schools; provide effective evaluation, administration and educational leadership to assigned teachers, clerical, and facilities staff; respond to difficult questions, inquiries, and complaints from parents, students, teachers, school officials, and other governmental agencies; communicate effectively orally and in writing; effectively supervise and evaluate staff; work with data of different types and utilize a variety of job related equipment and computer software; perform basic math; read technical information; compose and deliver presentations; facilitate group discussions; understand complex multiple-step instructions; compose a variety of

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documents; facilitate group discussions; establish and maintain cooperative and professional working relationships with staff, the public, and other agency personnel; and perform job safely.

Working Conditions & Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job

and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

- Ability to stand and circulate for extended periods of time.
- Office, outdoor and classroom environment. Constant interruptions
- Driving a vehicle to conduct work.
- Exerting up to 24 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects.
- Sitting, walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handling and working with various material objects providing written or electronic information.

Licenses and Other Requirements:

Education and Experience:

- Master's degree
- Three (3) years of successful public school teaching or student support services experience, preferably in Alternative Education or related programs
- Two (2) years of recent secondary administrative experience in a public school setting with experience preferable in Alternative Education

Certifications:

- Possession of a valid California Teaching or Services Credential required
- Possession of a valid California Administrative Credential appropriate for K-12 public school administration required
- Valid California Driver License

Strongly Desired Qualifications:

- Bilingual in English and Spanish.

FLSA Status:

Exempt

The District reserves the right to update, revise or change this job description and related duties at any time.

Board Approval: 5/14/24 (minor revision)