

Position: Continuation School Principal	FLSA: Exempt
Department: Educational Services	Salary Grade: Administrative
Reports to: Director of Secondary Education	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Secondary Education, plan, organize, control and direct the instructional programs, operations, plant and personnel for a continuation high school. Assure safe and positive learning environment for the students and staff of the continuation high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, control, direct and evaluate instructional activities and plant operations at the District continuation high school.
- Confer with district office personnel regarding staff, programs, students, finances and legal requirements.
- Implement, modify and evaluate the school's mission, vision, goals, objectives and programs as needed.
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and 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 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 meets student needs and District requirements.
- Establish, coordinate and maintain communication with community and parent groups, city officials, PTA representatives and law enforcement 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.
- Supervise 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 operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.

- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- 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, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
- Oversee the development and administration of school plans and organizational procedures.
- Develop and administer Western Association Schools Commission accreditation document, including implementation of findings.
- Coordinate and conduct school-wide assessments including accreditation, program quality review, and other measurements established by the District.
- Conduct orientation meetings for students and parents new to the District's Continuation High School, as needed.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.
- Perform related duties as assigned.
- QUALIFICATIONS

Knowledge of:

- Comprehensive organization, activities, goals and objectives of a District continuation high school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Board and District policies, procedures and regulations.
- Labor relations law and employee contracts.
- State plant facility requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Basic computer operation.

Ability to:

- Plan, organize and direct the operations, plant and personnel of a continuation high school.
- Cope with emergency situations.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.
- Train, supervise and evaluate certificated and classified personnel.
- Plan and direct the budget and business operations of the continuation school.
- Establish, coordinate and maintain communication with community and parent groups.

- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Identify and respond to community and District issues, concerns and needs.
- Develop and administer District and school goals, objectives and procedures.
- Work effectively with all segments of the educational community and general public.
- Work effectively with diverse socio-economic and multicultural community.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual and regular attendance.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate multicultural sensitivity and competence

PHYSICAL ABILITIES

This position requires:

- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Bending at the waist or kneeling to retrieve supplies or other materials.

EDUCATION AND EXPERIENCE

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of successful teaching experience, including two years of administrative/supervisory responsibility.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work or a related field.

LICENSES AND CERTIFICATES

Valid California Administrative Services Credential
Valid California Class C Driver's License