

PRINCIPAL, CONTINUATION HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, 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 JOB FUNCTIONS:

Plan, organize, control and direct and evaluate instructional activities and plant operations at the continuation high school; confer with personnel regarding staff, programs, students, finances and legal requirements; implement and 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 other codes, policies and laws; administer 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.

Supervise students and staff during passing periods, lunches and other periods between classes to assure compliance with school rules and regulations.

Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate administrators; communicate with teachers to assure instructional programs meet student needs and requirements.

Establish, coordinate and maintain communication with community and parent groups, City officials, other 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

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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 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.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive organization, activities, goals and objectives of a 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 organizational policies, procedures and regulations.

Labor relations law and employee contracts.

State 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.

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 junior high 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.

Read, interpret, apply and explain rules, regulations, policies and procedures.

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Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

EDUCATION AND EXPERIENCE:

Professional:

Required: Master's degree in education, public administration, or related field and five years professional experience in a public school setting, including two years as an Assistant Principal in a school district.

Personal:

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.

CREDENTIAL

Must hold a valid Clear Administrative Services Credential.

Must possess a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office/classroom/outdoor environment.
Driving a vehicle to conduct work.
Variable hours.

HAZARDS:

Dissatisfied or abusive individuals.