

Trussville City Schools

JOB TITLE: Alternative Learning Center Principal/Building Administrator

QUALIFICATIONS:

1. A master's degree with a major in educational administration.
2. A valid state certificate as superintendent/principal.
3. At least five years successful experience in public education.
4. Knowledge of principles and effective practices of alternative school programs and strategies for working with at-risk youth.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent or Superintendent's Designee

JOB GOAL: To use effective leadership and administrative skills in order to promote the educational development of all students and to facilitate a smooth and integrated operation of all programs located at the site.

EVALUATION: Trussville City Schools Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Supervise the school's educational program and be regular and punctual in attendance.
2. Assist in the development, revisions, and evaluation of the alternative programs offered at the school.
3. Monitor, evaluate and modify instructional programs based upon individual needs.
4. Initiate and participate in professional development activities for self-improvement.
5. Work with the Superintendent to implement instructional programs and goals.
6. Support public education and Trussville City Schools by being a positive spokesperson.
7. Ensure compliance in all areas of confidentiality for staff, students, parents, and all school-related business. Insure all staff are instructed to maintain such confidences.
8. Establish a customer/client relationship with students, parents, and the community.
10. Direct, supervise, observe and evaluate all certified and support staff assigned to the ALC.
11. Collaborate with the system administrators in selecting, hiring, training and assigning employees.
12. Assume responsibility for the supervision of each student for school or school sponsored activities.
13. Establish program and building policies and procedures that promote a positive atmosphere that ensures the dignity of students, staff, and parents.
14. Assume responsibility for the organization, administration, and supervision of the school and all activities

therein.

15. Assume responsibility for the maintenance, care, and safe keeping of the facility.
16. Requisition supplies and equipment, conduct inventories, maintain records, and receipts for such material.
17. Assume responsibility for collaboration, coordination, and facilitation with all program leaders in the system to insure an effective operation.
18. Collaborate and coordinate the preparation and maintenance of all required reporting and record keeping with appropriate central office personnel.
19. Develop, implement and supervise the maintenance of accurate records on academic progress, attendance, discipline, referrals and a procedure for other required student records and reports.
20. Assume responsibility for implementing and observing local Board, state, and federal policies and regulations and enforcing these with staff, students and parents.
21. Annually review and update required policies (i.e. the privacy act, ADA requirements, ADHD, student harassment, and Board policies).
22. Plan and supervise all fire drills, tornado drills, lockdown drills, and an emergency preparedness program.
23. Arrange for substitute teachers using only the District approved list.
24. Arrange and coordinate supervision for after-hours instructional programs.
25. Attend Principals' meetings called by the Superintendent.
26. Serve as System Testing Coordinator and assume responsibilities with respect to all Student Assessment Program Activities including the security of the system testing room.
27. Perform other duties as assigned by the Superintendent or by direction of the Board.

BOARD APPROVED: May 7, 2013

AMENDED: