Principal Sierra High School, Coldstream Alternative School, and Educational Options

Purpose Statement:
Under the direction of the Superintendent Chief Learning Officer, plans, organizes, controls and directs instructional programs, operations, plant and personnel for a District continuation and alternative school; enforces applicable State and District codes, policies and laws; plans and directs the business and fiscal operations of school; interviews, selects, directs, evaluates and supervises certificated and classified personnel. Plans organizes controls and directs educational options for District students.

Essential Functions

- Plans, organizes, controls, directs and evaluates instructional activities, extracurricular events, special programs and plant operations at District continuation and alternative high schools; confers with District Office personnel regarding staff, programs, students, finances and legal requirements; implements, modifies and evaluates the school's mission, vision, goals, objectives and programs as needed.
- Directs, evaluates and supervises certificated and classified personnel; assigns faculty and staff as appropriate to meet school objectives.
- Implements collaborative leadership styles and training in all areas including, but not limited to professional development, and decision making, as appropriate.
- Directs and participates in a planned program of classroom visitations and observations; recommends discipline, reassignment or termination action as appropriate; documents evidence of substandard performance.
- Enforces applicable State and District codes, policies and laws; administers monitors and evaluates District and school site discipline policies and safety programs.
- Plans and directs the business and fiscal operations of school.
- Plans, develops and implements comprehensive school calendar and school schedules.
- Directs the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicates with teachers to assure instructional programs meet student needs and District requirements.
- Establishes, coordinates and maintains communication with community and parent groups, City officials, PTA representatives and law enforcement officials.
- Prepares and writes correspondence, bulletins and other communications on behalf of the school; arranges for school-level public relations and publicity for special events and achievements as appropriate.
- Participates in the District sponsored professional development training program which focuses on the District LEA plan, curriculum, instructional skills, leadership skills, communication techniques, supervision and evaluation skills based on the California Standards for the Teaching Profession.
- Conducts articulation activities with District schools.
- Plans, implements, directs and evaluates instructional and categorical programs in accordance with State and Federal laws, District regulations and other specially funded program requirements.
- Assures the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance and other support services; provides individual academic and personal counseling to students and parents.
- Coordinates the maintenance operations of the school plant; assures proper management, maintenance and inventory of materials, equipment, buildings and grounds.

- Supervises, directs or attends a variety of student activities during the day or in the evening.
- Directs the implementation of professional development training; updates staff on revised policies and procedures and implements changes.
- Ensures accountability for outcomes related to assessments, improvement programs and actual growth in student achievement.
- Attends district-wide administrative meetings as required.
- Attends, conducts and chairs a variety of meetings with faculty and classified staff, parents and community representatives; coordinates and meets with school site advisory groups; responds to and resolves parent, student and staff complaints; represents the school at Board, District and community functions.
- Participates in the selection of certificated and classified personnel for the site.
- Directs 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 and certification for graduation.
- Directs the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information and contracts; directs the maintenance of student and staff records at the site.
- Collaborates with Community School lead teacher.

Other Functions: Performs related duties as assigned.

Job Requirements: Minimum Qualifications
Knowledge and Abilities

Knowledge of:
Comprehensive organization, activities, goals and objectives of a District continuation and/or alternative 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.
Collaborative decision making and leadership.
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 an assigned District continuation and/or alternative school, adult school or school of comparable size and complexity.
Organize, direct, evaluate and supervise assigned certificated and classified staff.
Train, supervise and evaluate certificated and classified personnel.
Plan and direct the budget and business operations of the school.
Establish, coordinate and maintain communication with community and parent groups.
Use collaboration techniques.
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.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: Office environment. Constant interruptions. Driving a vehicle to conduct work. Evening or variable hours. Hearing and speaking to exchange information and make presentations. Seeing to monitor students and to read a variety of materials. Dexterity of hands and fingers to operate standard office equipment. Sitting or standing for extended periods of time. Bending at the waist, kneeling or crouching. Walking to supervise events and activities. Contact with dissatisfied or abusive individuals. The job is performed under some temperature extremes and some hazardous conditions.

Experience: Job Related Experience is Required

Any combination equivalent to:
Master's Degree in Education or related field & five years of classroom teaching experience, including experience in an administrative capacity.

Education:

Bachelor's Degree including all courses to meet credential requirements.

Required Testing

Successful Completion of Pre-Employment Process

Additional Qualifications

Ability to travel to other sites/locations

Continuing Education/ Training

Training attendance at workshops as appropriate

Certificates & Licenses:

Certified California Teaching Credential
California Administrative Credential
Valid Driver's License

Clearances:

Criminal Justice Fingerprints/Clearance
TB Clearance
Drug Screening
Pre-Employment Medical Assessment

Supervision: Superintendent Chief Learning Officer or Designee

Salary Grade: Management Range 4:

Work Year: 213 Days