

MORGAN HILL UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: Principal of Continuation High School and Alternative Programs

GENERAL DESCRIPTION: Under the direction of, and reporting to the District Superintendent or designee, the Principal shall be responsible for all aspects of the management and operation of the continuation high school and any alternative programs housed at the site. The Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. Through the Principal's leadership, all staff will recognize that the sole purpose of the school's existence is the students and the focus of all decisions should be predicated on that precept. The Principal operates within the framework of District policies adopted by the Board of Education, the regular requirements as stipulated in the *Education Code*, the *California Code of Regulations, Title V* and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Implements the appropriate actions delineated for the school as part of the District's Strategic Plan and curriculum design and delivery.
- b. Promotes an equity-driven culture that taps into every person's passion and moral imperative toward meeting the needs of all our diverse students.
- c. Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the school and District's long-range goals as well as day-to-day operations.
- d. Responsible for all certificated and classified employee evaluations; includes valid and constructive suggestions for improvement of instruction and follows through with those suggestions.
- e. Collaborate with other administrators to create a system for early identification of at-risk students.
- f. Collaborate with other high school administrators to ensure successful transition into alternative programs.
- g. Reports to the Superintendent or designee on growth and improvement of the continuation high school and other alternative programs.

2. Curriculum

- a. Ensures daily high quality curriculum design and delivery.
- b. Develops, implements and evaluates all curriculum and matters related to the continuation high school instructional program.
- c. Coordinates curriculum development with staff, developing short and long range objectives

for creating active teacher collaboration using the principles of Professional Learning Communities.

- d. Provides for an ongoing process of assessing student needs.
- e. Plans/designs the appropriate staff development and collaboration to reinforce the vision and mission of the school and the continued professional growth for faculty and staff.
- f. Demonstrates leadership and support of the educational and administrative philosophies of the District.

3. Community Relations:

- a. Treats all stakeholders with dignity and respect. Makes concerted outreach efforts to work with the parent community of students in alternative programs.
- b. Serves on the appropriate committees and organizations to assure the interests of the school are properly represented.
- c. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
- d. Serves as school and District representative to the home and school club and school site council.
- e. Confer, consult, and advise district, parents, public, and private agency personnel concerning student educational and behavior problems, and determine alternative solutions.

4. Finance:

- a. Maintains the accuracy and integrity of the school budget.
- b. Researches additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- c. Facilitates an understanding of the school budget and shares with staff and community.

5. Personnel:

- a. Promotes positive staff morale and commitment.
- b. Acknowledges accomplishments of staff.
- c. Respects and maintains professional confidences.
- d. Addresses personal/professional concerns in a pro-active collaborative manner.

- e. Communicates vision of the district and effectively leads site initiatives.

6. Professional Obligations:

- a. Strives to continually improve leadership skills and abilities.
- b. Keeps aware of educational/personnel trends and developments and employs such information in the alternative programs.
- c. Works closely and cooperatively as a member of the District management team.

7. Qualifications:

- a. Requires a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.
- b. Holds a Master's or a Doctorate from an accredited university.
- c. Has successful experience in developing and implementing curriculum within the school.
- d. Has successful experience in monitoring instructional delivery and providing meaningful feedback in order to improve classroom instruction.
- e. Five years of successful secondary school teaching experience required.
- f. Two years of successful administrative experience at the secondary level preferred.
- g. Bi-lingual (Spanish/English) preferred. Demonstrated ability to work effectively with diverse students and families.

8. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.