MT. DIABLO UNIFIED SCHOOL DISTRICT

PRINCIPAL, CONTINUATION SCHOOL

Primary Function

Serves as the educational leader of the continuation high school, responsible for the organization and administration. Serves as direct liaison to the community and district administration, and with other educational and social service agencies.

Directly Responsible To

Assistant Superintendent, Secondary Education
Director, Alternative Education

Supervision

Vice Principal, Continuation School
Coordinator, Student/Community Services
Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.

2. Develops with the community and the school faculty, a clear statement of instructional goals and/or objectives for the schools consistent with the district goals.

3. Works closely with multiple social service agencies, police departments, probation, health services and other community agencies to provide seamless service to a common population, and to support service learning and a school to career focus.

4. Assists teachers to establish standards of expected progress for individual students in designated areas of study, and techniques for assessment of that progress, based upon the district standards.

5. Cooperates with district administrative and supervisory personnel in curriculum development, articulation, research activities, student personnel problems, testing programs, and official reports.

6. Works cooperatively with other school and district administrators in the development of a coordinated program for students.

Principal Continuation School – cont'd

7. Works proactively with the media to showcase the schools and their programs.

8. Works closely with local corporations, small businesses, the Chamber of Commerce, the Employment Development Department, and apprenticeship programs to prepare students for post secondary options.

9. Provides for the evaluation of all personnel assigned to the school according to the district guidelines and procedures.

10. Makes recommendations regarding the selection, retention, and promotion of personnel assigned to the schools.

11. Administers the rules and regulations set down by the Board of Education and the district administration.

12. Establishes practices and procedures consistent with the provisions of the California Education Code and related codes.

13. Provides for the delegation of responsibilities to a member of the staff when absent from school.

14. Assists the school faculties in professional development.

15. Orients new faculty members to the schools, the community, and the District.

16. Works with the schools' personnel to implement, assess, and upgrade the schools' instructional programs.

17. Develops, implements, and evaluates procedures with respect to pupil placement within the schools.

18. Provides for appropriate procedures which will insure proper supervision of students in the schools, on the campus, and on school buses before, during, and after school hours.

19. Establishes and implements emergency procedures.

20. Supervises attendance within the schools.

21. Requires that complete and up-to-date cumulative records are kept in accordance with the California Education Code and district policies.

22. Is responsible for the appropriate utilization of staff and special programs to meet the individual needs of students.

23. Encourages suitable and adequate student activities and organizations in the schools, to develop the varying interests and abilities of the students, and provides for the supervision of such activities and organizations.

24. Is aware of local community sentiment and acts as a liaison between the local community, on the one hand, and the schools and the district, on the other hand.

25. Works cooperatively with appropriate agencies and organizations in the community.

26. Seeks outside funding sources and encourages staff to work cooperatively to acquire such funds.

27. Encourages and fosters close relationships between the school staffs and the parents.

28. Is on the school premises during school hours and a reasonable time before and after school hours, unless absent on school business or with the knowledge and permission of the district administration.

29. Attends job-related meetings and activities specified by the Director, Alternative Education or the Assistant Superintendent, Secondary Education.

30. Manages resources effectively and appropriately including revenues and expenditures, personnel, facilities and equipment, and special programs.

31. Performs additional duties assigned by the Assistant Superintendent, Secondary Education, as an adjunct to regular stated duties.

32. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills:

1. Ability to exhibit the qualities of leadership essential to the successful administration of a continuation high school and independent study school.

2. Ability to work with pupils and adults in a supervisory capacity.

3. Ability to exercise good judgment and tact.

4. Ability to cope with emergency situations.

5. Knowledge of basic elements of instruction.

6. Knowledge of effective employee supervision and evaluation procedures and techniques.

7. Knowledge of curriculum concepts and materials pertinent to the continuation high school and the independent study program.

8. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.

9. Knowledge of effective strategies for identifying and addressing the needs of high risk students.

10. Knowledge of effective student disciplinary and control procedures and practices.

11. Ability to work effectively with high risk students.

12. Knowledge of the community and available resources.

13. Ability to speak and write effectively.

14. Ability to work effectively with all segments of the educational community and general public.

Education, Training, and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.

2. Successful experience as a classroom teacher.

3. Progressively responsible experience in providing leadership in a school or district setting.

4. Possession of an appropriate school administrative credential.

5. Leadership experience in a continuation school setting.

6. Successful experience in working with at-risk students.

7. Experience working with community agencies, business partnerships, juvenile and justice officials.

Adopted by the Board of Education
3/9/99