MT. DIABLO UNIFIED SCHOOL DISTRICT

ADMINISTRATOR, NECESSARY SMALL HIGH SCHOOL

Primary Function

Administers all aspects of a Necessary Small High School.

Directly Responsible to

Director, Alternative Education

Supervision

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 teaching staff, a clear statement of instructional goals and/or objectives for the school consistent with the established educational goals of the district.

3. Assists teachers to establish standards of expected progress for individual students in designated areas of study, and to develop techniques for assessment of that progress.

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

5. Works cooperatively with other school and district administrators in the development of a coordinated program for students including career preparation.

6. Provides for the evaluation of personnel assigned to the school according to the district guidelines.

7. Makes recommendations regarding the selection and retention of personnel assigned to the school.

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

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

10. Assists the school faculty in professional development.

Administrator, Necessary Small High School - cont'd

11. Provides for appropriate procedures which will insure proper supervision of students in the school, before, during, and after school hours.

12. Supervises attendance within the school.

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

14. Monitors the awarding of credit to individual students.

15. Works cooperatively with appropriate agencies and organizations in the community to support learning and career preparation for at risk students.

16. Develops and monitors the school budget and other accounts according to district and program guidelines.

17. Encourages and fosters close relationships between the school staff and the parents.

18. 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.

19. Attends job-related meetings and activities specified by the Director, Alternative Education.

20. Performs additional duties assigned by the Director, Alternative Education.

21. 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 necessary small high 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.

Administrator, Small Necessary High School - cont'd

7. Knowledge of curriculum concepts and materials pertinent to a necessary small high school, including knowledge of high school curriculum, credit structure, disciplinary and attendance procedures.

8. Ability to speak and write effectively.

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

10. Knowledge of the social, personal, and physical development of adolescents.

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

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

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

14. Knowledge of basic principles of effective school guidance and counseling.

15. Ability to work effectively with high risk students.

16. Knowledge of budget development, maintenance, and evaluation.

17. Knowledge of school district operations and procedures.

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.

7. Experience in directing/supervising the work of others.

8. Experience in working with at-risk youth.

Adopted by the Board of Education 3/9/99