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**BRIEF DESCRIPTION OF POSITION:**

The Principal – Continuation High School, under the supervision of the District Superintendent, provides collaborative instructional leadership and effective site management in support of an equitable high quality educational program for all students. The Principal – Continuation High School sets high expectations and provides appropriate academic, wellness, and social support to students, and creates a learning environment that improves achievement and supports graduation from high school for all students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth.

**DUTIES AND RESPONSIBILITIES:**

1. Facilitates, develops, articulates, and implements an equitable high quality educational program that supports high expectations and provides appropriate academic, wellness, and social support to students to continuation high school students. **E**
2. Creates a learning environment that positively addresses achievement deficits by addressing the individual needs of each student and supports high school graduation for all continuation high school students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. **E**
3. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress. **E**
4. Communicates the school's vision, mission, and priorities to students, staff, parents and community and encourages constructive relations among them. **E**
5. Collaborates with families, parent organizations, public agencies, community based organizations, and community members to respond to the diverse needs of continuation high school students. **E**
6. Takes immediate and appropriate action when an incident or complaint occurs is to investigate as required by state and federal law while maintaining the right to privacy and due process for any students or employee subject to investigation. **E**
7. Supervises and evaluates Certificated and Classified Staff. **E**
8. Provides leadership, oversight, and support for the ACS/WASC accreditation process. **E**
9. Provides leadership, support, and oversight for counseling and guidance program and other student support programs and projects including, but not limited to: school culture, behavioral interventions, social and emotional support, and systems of positive behavior. **E**
10. Examines student work, student achievement data, and other available local data to identify areas for instructional improvement. **E**
11. Provides leadership, oversight, and support for the development of the Master Schedule to ensure that students have equitable access to a rigorous curriculum including opportunities for credit recovery, career education, dual enrollment in community college and UC/CSU a – g readiness. **E**
12. Monitors curriculum implementation and instructional practices daily. **E**
13. Implements terms of employee bargaining agreements and seeks Human Resources support to clarify and resolve potential issues and concerns. **E**
14. Contributes to contract negotiations for both certificated and classified personnel by supplying information, data, suggestions and reactions as requested. **E**
15. Provides leadership, support, and oversight for evaluating program effectiveness, required program monitoring, and compliance with federal, state, and local regulations.
16. Recommends highly qualified and outstanding candidates for Certificated and Classified employment to the District. **E**
17. Provides leadership, support, and oversight for the development and implementation of the Safe School Plan and the District's disaster and safety preparedness plan. **E**
18. Participates actively in professional organizations. **E**
19. Demonstrates creativity, initiative, flexibility, ingenuity, and sincere concern in the resolution of issues significant to the school and community. **E**
20. Performs other duties as assigned.

**REQUIREMENTS**

- WORK YEAR:** Certificated Management Work Year
- CREDENTIAL:** Current California Teaching or Pupil Personnel Services credential or other Support Services Credential and Current administrative credential.
- EDUCATION:** Master's degree in education or related field from an accredited college or university (required).
- EXPERIENCE:** Five years experience as a certificated teacher or counselor or in other certificated support credential service (required); Successful experience as a school site administrator (preferred); Experience working with diverse student populations including students at risk of drop out as well as expelled, incarcerated, and adjudicated youth (preferred) Experience working in partnership with public agencies and community based organizations (preferred).
- OTHER:** Bilingual in Spanish (strongly preferred); Knowledge of Mixteco, Tagalog, and other world languages. (preferred)
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate).