

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE

Alternative High School Principal

QUALIFICATIONS

CREDENTIAL:	<u>Required</u>	Appropriate California Credential
EDUCATION:	<u>Required</u>	M.A. or M.S.
EXPERIENCE:	<u>Required</u>	Minimum of four years of credentialed service.
	<u>Desirable</u>	Five years or more of teaching and administrative service.

PERSONAL

QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor, the Alternative High School Principal serves as the administrator of the continuation high school and the alternative education programs. In addition to being responsible for maintaining an effective instructional program, the principal is responsible for the supervision of the school physical plant, the school budget, the certificated and classified staff, the student activity programs, and is responsible for maintaining active relationships with the community and close articulation with other educational levels.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Alternative High School Principal's job performance will be as follows:

1. Programs of the school will have been effectively directed, coordinated, implemented, and evaluated.
2. Communication efforts between the district, site personnel, students and community will have been efficiently and effectively directed, coordinated, and evaluated.
3. District policies, goals, objectives, and priorities will have been appropriately interpreted, implemented and communicated to the site personnel and community.
4. The design and implementation of staff development effort and educational related research will have been capably directed, coordinated, and evaluated.
5. Student health, safety, attendance, and student record keeping procedures will have been effectively directed and coordinated.
6. Student guidance, rewards, and testing programs will have been effectively managed, directed, and supervised.

7. The School Age Parenting, Teen Mother, Independent Study and other curricular support programs will have been appropriately supervised, coordinated and evaluated.
8. Curriculum development and instructional methodology will have been effectively directed and coordinated.
9. Budgetary procedures for expenditure of site level funds will have been appropriately developed and efficiently administered.
10. In accordance with district policy, discipline procedures will have been effectively implemented and supervised.
11. A co-curricular program representative of the school's needs will have been competently supervised.
12. Faculty and departmental meetings will have been appropriately planned and directed.
13. The utilization, maintenance, operation, and security of the school plant will have been efficiently supervised.
14. District support services, such as health, psychological, food, transportation and maintenance will have been capably coordinated.
15. Site level records and reports to the district will have been transmitted in a timely manner.
16. An ongoing plan for meaningful articulation of the total District high school program and other youth-serving agencies will have been consistently provided.
17. Positive management leadership in the areas of planning, organization, delegation, control and evaluation will have been expeditiously provided.
18. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
19. Appropriate administration and management will have been adequately provided in the interpretation and implementation of classified and certificated contracts.
20. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
21. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
22. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
23. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
24. Other duties assigned by the supervisor will have been effectively accomplished.