Sequoia Union High School District

Job Description

JOB TITLE:	**Continuation High School Principal**
ADMINISTRATIVE RELATIONSHIP:	The Principal is directly responsible to the Superintendent.
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.), a Master's Degree, and valid California Administration Credential
SALARY SCHEDULE:	Certificated Management Salary Schedule - Level II
WORK - YEAR / HOURS:	222 days
LOCATION:	Various
BOARD APPROVAL:	March 21, 2018

BRIEF DESCRIPTION OF POSITION

Serves as chief administrator of the continuation high school and is responsible for the safety of the students and school staff, the direction of the instructional program, and the operation of the school's facilities; develops and maintains, in cooperation with the school's stakeholders, a program of educational activities, counseling and guidance adapted to the individual needs of each student; establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

ESSENTIAL FUNCTIONS

1. Supervises and coordinates the activities of the school's certificated and classified staff, including assigning and scheduling teaching and other work assignments; conducts certificated and classified evaluations in compliance with district standards; and assists with the selection, promotion, transfer, demotion, and dismissal of personnel assigned to the school.

2. Plans the master schedule of classes and directs the scheduling of students.

3 Administers and coordinates programs for English Learners, Title I, Special Education, and Title IX in compliance with state and federal law. Plans and supervises state and District testing programs.

4. Organizes and oversees a program of student counseling and guidance with emphasis on the personal, educational, and career concerns of each student; coordinates and supervises vocational and college counseling; supervises the work experience program including the evaluation of the off-campus workplace environment.

5. Confers with teachers, students, parents, and District administrators in matters pertaining to safety, student health, welfare, discipline, and attendance; takes appropriate action such as implementing behavior modification procedures.

6. Prepares budget estimates and collaborates with appropriate District staff and stakeholders in the development and monitoring of the annual budget and allocation of funds.

7. Counsels students, recommends, and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and administrative regulations, and the school's disciplinary protocols.

8. Develops and implements strategies for student, parent, and community involvement in school activities.

9. Directs the maintenance and operation of the school's physical plant; plans for the equitable and efficient use of facilities; provides for the regular inspection of equipment and facilities to eliminate unsafe conditions; initiates and submits requests for repairs, alterations or improvements of the school site.

10. Participates in the development and evaluation of curriculum and the instructional program and in the selection of textbooks, resource publications, instructional materials and equipment; determines staff needs for instructional materials and equipment; directs the requisition and/or purchase and storage of materials and equipment.

11. Provides appropriate orientation, in-service, and staff development activities with emphasis on counseling and working with at-risk youth.

12. Serves as a resource and liaison to the school stakeholders and others; provides information to state, county, and city public agencies as required; serves as District representative when subpoenaed; interprets and implements Board of Trustees policies and procedures, collective bargaining agreements, and negotiated contracts.

13. Participates as a member of the administrative team that determines student transfers into and out of the school; conducts a comprehensive orientation process for students and their parents/guardians to help students set goals and develop their individualized graduation plan.

14. Directs the school's Western Association of Schools and Colleges accreditation process.

15. Evaluates the performance of subordinate personnel.

16. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials or permits held.

17. Performs other duties as assigned.

EDUCATION AND CREDENTIALS

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. A valid California single subject teaching credential and a California Administrative Services Credential.

EXPERIENCE

1. At least five years of successful full-time public school teaching experience.
2. At least two years of full time site leadership experience in a public school.

Desirable

1. Teaching and/or counseling experience in a continuation, alternative, or opportunity school.
2. Teaching experience in two or more secondary subject fields.
3. Ability to communicate effectively in Spanish.

KNOWLEDGE OF

1. District policies and procedures, goals and objectives, organizational structure and functions, the California Education Code, Board of Education rules and resolutions, collective bargaining agreements and negotiated contracts, and consent decrees.
2. Effective administrative and managerial practices and the ability to implement them.
3. Fundamental principles and accepted practices, current trends, literature, and research in the field of continuation education, and laws pertaining to juveniles and at-risk youth.
4. Effective budgetary processes and school finance.
5. Staff development and in-service resources and the ability to implement them.
6. Secondary curriculum, District standards, instructional objectives, and best instructional methods and strategies related to continuation education.
7. Best practices in counseling and guidance techniques and interpretation of testing data.
8. Federal, state, and local policies, rules, laws, regulations, and legislation pertaining to continuation education.

ABILITY TO

1. Plan, organize, and direct the operations, plant
2. Work effectively and cooperatively with diverse racial, ethnic, socioeconomic, linguistic, and disability groups.
3. Guide individuals and groups toward task accomplishment by utilizing effective interpersonal skills and methods.
4. Plan, organize, prioritize, and manage time for self and others.
5. Identify and obtain alternative funding resources to support school initiatives.
6. Communicate effectively in writing and make formal, public presentations.
7. Communicate and work effectively with students, supervisors, peers, teachers, other District personnel, parents, and community representatives, both individually and as a group.

WORKING CONDITIONS

- Office and school site environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS

- Stamina to perform multiple assignments and tasks with frequent interruptions and deadlines under a variety of circumstances.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information and make presentations.