



Alternative High School Principal

Purpose Statement

The Alternative High School Principal provides leadership, supervisory, and administrative skills to function as a Lead Learner with a creative and innovative mindset. This role involves propelling teaching and learning practices forward and improving achievement for all students enrolled in the alternative education program, based on their needs, interests, and expectations.

Supervisory Relationship

Reports to: Assistant Superintendent of Secondary Schools

Essential Functions

- **Meeting Coordination:** Chair curriculum, safety, site advisory, and special district committees to ensure activities align with school, district, and state objectives.
- **Collaboration:** Work with counselors, social workers, psychologists, community agencies, parents, and day treatment centers to address individual and group needs.
- **Classroom Observations:** Conduct classroom observations to serve as a coach, identifying and solving academic and behavioral issues.
- **Delegation:** Delegate administrative responsibilities to manage workload efficiently.
- **Admission Criteria:** Develop and implement criteria for student admission into the alternative education program, communicating procedures to high schools.
- **Discipline Policies:** Establish and enforce discipline policies to maintain high standards of student conduct and due process.
- **Curriculum Development:** Facilitate district-level curriculum committees and department PLCs to assist in curriculum development, articulation, revision, assessment, and professional development.
- **Policy Implementation:** Implement policies, procedures, and processes to provide direction and comply with mandated requirements.
- **Educational Leadership:** Lead 21st Century educational initiatives, including project-based learning, 1-to-1 technology, standards-based education, and multi-tiered support systems.
- **Administrative Functions:** Manage school administrative tasks such as counseling students, evaluating students, monitoring attendance, conducting safety inspections, supervising school activities, and ensuring compliance with rules and regulations.
- **Professional Development:** Participate in workshops, conferences, professional organizations, and committees to maintain professional growth.
- **Personnel Management:** Oversee hiring, staff assignments, work routines, evaluations, coaching, discipline, and summer school staffing to ensure high levels of competency and productivity.
- **Material Preparation:** Prepare materials, forms, and reports to document activities and provide information to administration, the Board, and state agencies.
- **Community Representation:** Represent the school in community forums to maintain support for educational goals and address school environment issues.
- **Funding Research:** Research alternate funding sources, such as grants, to support the efficient operation of the alternative school.
- **Instructional Leadership:** Serve as an instructional leader at the classroom, building, and district levels.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Manage projects as a self-starter and be self-directed.
- Use pertinent software applications.
- Prepare and maintain accurate records.
- Administer personnel policies.

Knowledge

- Algebra and geometry.
- Review and interpret technical information.
- Write technical materials and speak persuasively.
- Analyze situations to define issues and draw conclusions.
- Pertinent codes, policies, regulations, and laws.
- Conflict resolution and bookkeeping principles.
- Concepts of management and supervision.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment.
- Work independently and with diverse groups.
- Analyze data and operate equipment.
- Maintain confidentiality and set priorities.
- Work as part of a team and with frequent interruptions.
- Create a positive school climate and motivate staff.
- Adapt to changing priorities and maintain high ethical standards.

Responsibility

Work independently under broad organizational guidelines to achieve objectives. Manage multiple departments and direct budgeted funds. Utilize significant resources from other work units. Impact the organization's services significantly.

Work Environment

Occasional lifting, carrying, pushing, and pulling; some stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 60% sitting, 20% walking, and 20% standing. Minimal temperature variations and some exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field

Education

Master's degree in a job-related area

Certificates and Licenses

Level I Secondary Principal Credential/Valid North Dakota Administrator's Certificate

Valid North Dakota Teaching License

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

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The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.