

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Principal - Alternative Education
Continuation & Independent Study High Schools

Reports To: Assistant Superintendent
Personnel Services

Department: Certificated Personnel

Classification: Management / Supervisory

Work Year: 11 Month

Salary: Management Salary

Basic Functions:

Under the direction of the Superintendent, provide leadership and administrative direction for the Continuation and Independent Study High Schools in accordance with policies established by the Board of Education; organize, supervise and direct a variety of programs and activities related to the curriculum, plant operations, student discipline, community relations and personnel practices; supervise and evaluate the performance of assigned certificated and classified staff.

Representative Duties:

1. Perform a wide variety of administrative duties to direct the operation of the Continuation and Independent Study High Schools covering one or more sessions; coordinate programs with other District schools to assure continuity of programs and policies; coordinate programs with District administrators to assure proper functioning of special programs.
2. Organize, supervise and direct the school curriculum and related instructional programs; participate in the development of alternative education programs; assure proper communication of programs to administrators, parents and the community; develop and lead advisory councils and committees to support school programs.
3. Develop and prepare the annual school site budgets; monitor, supervise and approve expenditures in accordance with District policies.
4. Supervise and evaluate the performance of certificated and classified staff; participate in the selection of new personnel and make recommendations as requested regarding promotions, reassignments and discipline.
5. Oversee and direct the activities of students on-site during regular school hours; assure proper student conduct on campus and at off-site student events; monitor and implement programs to assure proper attitude of students and staff to school programs and policies.
6. Direct plant operations to assure the safety and security of students and staff and the proper maintenance of campus buildings and facilities.
7. Assure compliance with a variety of Federal, State and local laws, regulations, codes and guidelines as well as the established policies of the District.
8. Confer with parents as needed regarding student progress and issues; administer and implement serious disciplinary actions including expulsion; promote parent and community involvement in student activities.
9. Direct school-related public relations activities and represent the school at functions and events in the community.
10. Organize and conduct staff meetings to interpret and implement the decisions and policies of the Board of Education; establish and maintain effective administration-staff communications.

11. Direct the maintenance of comprehensive records and files related to student attendance and academic achievement, budget activities and personnel; direct and participate in the preparation of narrative and statistical reports as mandated by State, local and federal agencies.
12. Attend a variety of meetings including District and Board of Education meetings; attend conferences and participate in professional organizations.
13. Establish and develop a positive school climate to promote student achievement, responsibility and educational opportunities.
14. Perform related duties as assigned.

Knowledge and Skills Required:

1. Advanced degree and four (4) years of secondary classroom experience and at least two (2) year's experience at the level of an Assistant Principal at the secondary level.
2. Skill in developing collaborative teams.
3. Knowledge of guidelines and subject area curriculum and instruction as it relates to state standards.
4. Knowledge of Penal Codes as it relates to minors.

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience

1. Any combination equivalent to: advanced degree and four (4) years secondary teaching experience including at least two (2) years supervisory experience at the secondary level.

Licenses, Certifications and Testing Required:

Fingerprint/criminal justice clearance.

Tuberculosis clearance.

Must possess or have the ability to obtain a valid California Driver's license.

Valid California Teaching Credential

Valid California Administrative Services Credential

Masters' Degree

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Work Days: 210 Days

Revised: June 2014