



**TITLE:** PRINCIPAL – CONTINUATION HIGH SCHOOL  
**WORK YEAR:** 221 Days  
**NON-WORK:** 28 Days  
**REPORTS TO:** Chief Academic Officer

**EDUCATION AND EXPERIENCE:**

- California Administrative Services Credential Master’s Degree
- Minimum of three (3) years of site administrator experience (preferred)
- Minimum of five (5) years of experience as a classroom teacher with increasing responsibilities at the site level.
- Valid driver’s license

**PRIMARY FUNCTION:**

The position of Principal – Continuation High School, under the direction of the Chief Academic Officer serves as the site administrator and instructional leader of the Continuation High School; administers school-wide curriculum and all phases of the instructional program and management of the facility; supervises and evaluates assigned personnel; provides leadership, administrative, and supervisory skills for the educational development of students as well as to promote parent and community involvement; provides communication between the District and other educational and community partnerships.

**REPRESENTATIVE DUTIES**

- Perform a variety of duties to improve the instruction program including implementing the District-adopted curriculum, maintaining open channels of communication, working cooperatively with District administrators, and analyzing and utilizing facilities, time, and appropriate skillful personnel.
- Organize, supervise, implement, and evaluate all alternative educational programs in accordance with district-wide goals, instructional priorities and A-G standards and guidelines.
- Provide leadership to staff in assessing and evaluating effectiveness of educational programs including Continuation, Pregnant/Minor/School Age Parenting, Independent Study and other assigned programs.
- Provide leadership in developing and implementing District policies, goals and objectives.
- Plans, implements, and monitors core and intervention curriculum and instructional programs to maximize educational opportunities for all students; assesses school effectiveness and needs and provides leadership in determining goals and objectives for all instructional and support activities.

- Coordinate activities with the staff regarding the organization of the school in compliance with State and District policies, the development of the school's budget, and the development of flexible schedules for instructional organization and routine operations of the school; work with certificated and classified staff for an effective school plant operation.
- Plans, develops, and implements innovative and pilot projects designed to improve curriculum and the delivery of instruction to students.
- Supervises and evaluates the performance of assigned certificated and classified staff; identifies needs, provides, and coordinates staff development and in-service training opportunities for school site personnel.
- Exercise leadership in the formation, functions, and direction of District and school site committees and advisory groups.
- Communicate District and program goals and objectives to the general public and school community.
- Serve as liaison and represent the interests of assigned staff to the Superintendent, the Board, and the community.
- Solicit active participation of parents and the general public in District and alternative education program affairs.
- Confer with parents, private and public agencies, school site and District staff and others, as appropriate, regarding student educational, social, emotional, and behavioral problems and solutions.
- Plan, supervise, and direct school business operations including management of all assigned District and specially funded budgets.
- Develop school site plans for, and coordinates activities related to emergency preparedness, health, safety, and conduct of students in accordance with District guidelines and procedures.
- Ensure program compliance and provides leadership for program review/accreditation.
- Seek and maintain business partnerships to promote business involvement in alternative education and school to career programs.
- Supervise the maintenance of student records, school-wide testing programs, and grade reporting.
- Supervise counseling and guidance programs, work experience, and other student services and support programs.

- Supervise non-classroom activities such as ASB and student government; coordinate and supervise graduation ceremonies.
- Demonstrate effective instructional, organizational, and administrative leadership.
- Set school wide operational priorities and manage time effectively.
- Work independently with little direction.
- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Establish and maintain effective organizational and community relationships.
- Work in a diverse socio-economic and multicultural community.
- Communicate effectively both orally and in writing.
- Work with staff in establishing effective communications within the community and encourage participation in community activities.
- Effectively work in a demanding environment.
- Serve as a member of the District Expulsion Hearing Panel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Perform other related duties as assigned.

### **WORKING CONDITIONS:**

#### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

**Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

**Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration