



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**TITLE:** Riverside Virtual School Secondary Principal

**WORK YEAR:** 217 Days

**REPORTS TO:** Superintendent

### **PRIMARY FUNCTION:**

Under the direction of the Superintendent, oversee the operations of the Riverside Virtual School according to the established philosophy and policies of the Board of Education; oversee and participate in personnel management activities and functions, work with the community, manage the school and oversee the overall operations and activities of the District. The principal will provide leadership in the development, implementation and facilitation of strategic support structures necessary to ensure student achievement in a virtual school experience.

### **REPRESENTATIVE DUTIES**

- Perform a variety of duties to improve the instructional program
- Implement the District-adopted curriculum
- Maintain open channels of communication
- Work cooperatively with District administrators
- Analyze and utilize facilities, time, and appropriate skillful personnel
- Understand and utilize auxiliary services such as guidance, health, psychology and speech therapy to further improve the instruction program
- Arrange for periodic self-evaluation of school programs
- Develop and implement instructional programs to meet the needs of students of different races, creeds and socio-economic status
- Coordinate staffing for the selection and evaluation of personnel; establish procedures for the implementation of new personnel policies and interpret policies to staff members; assist the staff in understanding individual rights and responsibilities
- Serve as liaison and represent the interests of assigned staff to the Superintendent, the Board, and the community
- Supervise and evaluate the performance of assigned staff
- Work with parents and citizens in educational planning according to established policies; work with staff in initiating and scheduling parent visitations to schools and parent-teacher conferences
- Maintain current knowledge of the socio-economic structure of the community
- Work with staff in establishing effective communications within the community and encourage participation in community 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
- Support District goals, objectives and policies; provide leadership in developing and implementing District policies, goals and objectives

- Work with parents, staff and students in developing procedures to alleviate potential local and District problem areas
- Collaborate with the Technology Department to ensure the technology needs of virtual school students are met including access to devices, reliable internet connections, online safety, software applications, and completion of work-order submissions
- Identify and communicate processes for the transfer of students into or out of the virtual school
- Support virtual teachers with implementation of district adopted curriculum including attention to the scope and sequence for mastery of standards
- Lead the creation of informational handouts, presentations and videos showcasing the virtual school experience for parents, students, and community members.
- Work with virtual school teachers and traditional school counselors to collect and maintain a database of virtual student progress toward meeting grade level requirement
- Monitor the effectiveness and impact of instructional practices used within a virtual environment on student learning
- Identify and create support systems needed to improve achievement of students enrolled in virtual school
- Facilitate the implementation/coordination of the state standardized testing process for virtual school students
- Perform other related functions as assigned

#### **KNOWLEDGE AND ABILITIES:**

- Current trends in educational software applications and hardware; operating systems and hardware associated with educational applications
- Current principles and practices of instructional and training methodologies for a broad variety of student learning aptitudes
- Budget planning, development and administration practices
- Research and report preparation techniques
- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job-related equipment
- Maintain consistent, punctual and regular attendance.
- Work independently with little direction
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships

## **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: master's degree and five years of successful teaching experience.
- 3 years administrative experience (site experience preferred)
- Valid California Teaching Credential with English Learners Certification
- Valid California Administrative Services Credential
- Valid California Driver's License

## **Other duties as assigned:**

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (*reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions*):

## **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 configurations