

(REVISED 1/14/99)
2-19-04
12-9-04
7-1-10

JOB DESCRIPTION

TITLE PRINCIPAL OF ALTERNATIVE & SUMMER SCHOOLS

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's Degree in Educational Leadership; four years related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Computer skills required (e.g. ability to use email).
Language skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or School Board.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Reasoning Ability	Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Certificate/License	Level I Principal Certification
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk and hear; and taste and smell. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee

must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

REPORTS TO Superintendent

GENERAL RESPONSIBILITIES

1. Provides leadership for instructional and non-instructional personnel at Alternative School sites.
2. Directs all school administrative operations at Alternative School sites.
3. Supervises all school programs at Alternative School sites.
4. Directs summer school administrative operations.

SPECIFIC RESPONSIBILITIES

1. Responsible for and supervises school operations consistent with existing collective bargaining contracts, School Law, Board Policies, and Administrative Procedures.
2. Responsible for pupil records.
3. Responsible for proper maintenance and custodial care of school facility and grounds at alternative sites.
4. Responsible for health and safety of pupil and staff (fire drills, disaster plan, etc.).
5. Responsible for reporting health and safety hazards.
6. Responsible for accounting of monies received and dispersed from school funds.
7. Provides leadership in developing, coordinating, implementing, and evaluating school curriculum.
8. Provides leadership for staff and pupil morale.

9. Develops locational and internal school budgets.
10. Serves as liaison between staff, other school personnel and community.
11. Assists teachers in instruction and supervision of pupils and arranges for special services when possible.
12. Assists in recruiting and interviewing prospective teachers.
13. Supervises the preparation of county, state, and federal reports originating at the alternative school level.
14. Evaluates instructional and non-instructional staff.
15. Maintains fair, reasonable, and consistent discipline.
16. Maintains inventory of supplies, equipment, and furniture within the school.
17. Participates in workshops, conferences, and parent-teacher meetings.
18. Maintains a working relationship with community agencies that deal directly with the Alternative Schools.
19. Organizes program scheduling, curriculum, and staff assignments.
20. Performs such other duties as assigned.