

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION
CONTINUATION HIGH SCHOOL PRINCIPAL

DEFINITION

Under the supervision of the Director of Alternative Education, the continuation high school principal provides leadership and an accountability system consistent with the school district's philosophies, policies, and procedures. The principal is responsible for the supervision and outcome of all aspects of the educational program of the continuation high school. The principal provides for an organization and management model that promotes and encourages an effective educational program that satisfies the unique and changing needs of continuation high school students.

EXAMPLES OF DUTIES

1. Selects and assigns personnel to the program so that the school operates successfully and to the advantage of students.
2. Supervises and evaluates personnel to assure the effectiveness of the instructional and school program.
3. Encourages appropriate professional growth activities for all staff members.
4. Assures an effective referral process, articulation and communication with sending high schools.
5. Implements effective ongoing orientation and counseling of students to engage them as active, successful and contributing participants in the school.
6. Establishes and enforces effective standards of expected student behavior in cooperation with parents, teachers, and students.
7. Involves staff and students in planning curriculum, developing plans for school improvement, and program evaluation.
8. Conducts ongoing assessment and improvement of school programs to meet the unique and changing needs of continuation high school students.
9. Assures the existence and support of an extra-curricular program, academic and/or athletic, which is beneficial to continuation high school students.
10. Maintains the school facility to present an overall attractive, functional and safe environment for all students.
11. Requests, when appropriate, district office personnel to provide assistance to the overall program development, implementation and maintenance.
12. Participates on district planning and/or action committees.
13. Manages all site budgets, including student body accounts, to assure fiscal accountability and solvency.
14. Assists parents in identifying skills and strategies that may enhance parenting skills and student success.
15. Encourages and facilitates communication between teachers, parents, and students.
16. Works effectively with parent and community organizations to promote support for and understanding of the continuation high school and the district.
17. Relates effectively with local service and social service agencies to assure a high level of attention to the needs of the school, students, and community.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, problems, and methods of public school education and administration, including organization, personnel, curriculum, and fiscal management relevant to assigned responsibilities.
- Effective decision making models and group processes.
- Effective models of and strategies for effective alternative education programs.
- Office management principles, methods, and procedures.
- Relevant local and state curriculum frameworks and models.
- Relevant state and federal regulations and procedures.
- Staff supervision and evaluation strategies and techniques.
- Characteristics and needs of continuation high school students.

Ability to:

- Display knowledge and understanding of learning theory and practices as related to continuation high school students.
- Translate knowledge of needs of continuation high school students into a vision of an effective continuation high school.
- Plan, direct, and establish priorities and simultaneously coordinate a variety of projects.
- Analyze and identify present and potential curriculum needs and trends, develop and evaluate alternate solutions, and propose plans of action.
- Prepare and present clear and concise reports, both oral and written.
- Use positive interpersonal skills to provide effective leadership and to work collaboratively with those contacted in the course of work.
- Make use of technology for instruction, information, and data management.
- Plan and implement appropriate staff development activities.
- Facilitate problem solving and the decision making process.

Education:

Graduation from an accredited four-year college or university. Progressive post-graduate training and experience in the areas of curriculum development, learning theory, and school administration. Appropriate administrative credential required. Advanced degree desirable.

Experience:

Five years of recent teaching, school administrative experience, or a combination thereof is preferable.

Special License:

Appropriate valid California administrative credential is required.

Salary:

This is a position designated as Certificated Management, Range D3 on the Management Salary Schedule, 208 days.


Approvals:



 Robert Kessler, Superintendent

9/15/02

 Date



 Kathleen Goldman, Deputy Superintendent

9/14/02

 Date

Board Approval Date: April 20, 1999