

PRINCIPAL OF ALTERNATIVE EDUCATIONAL PROGRAMS

Definition

The Principal of Alternative Education Programs, under the general direction of the Assistant Superintendent of Educational Services, will be responsible for all alternative education programs including the continuation high school, adult transition program and online academy. The Principal will provide overall leadership, direction, supervision, and accountability in the areas of instruction and curriculum, student educational development and achievement, analysis of student achievement data, safety and security, staff development and evaluation, community building, school facilities, staffing, financial management, student services and activities and articulation with the District.

Essential Duties and Responsibilities

- Lead and collaborate with the instructional staff to ensure that all students are successful and all instructional requirements, district policies, and state and federal laws are implemented.
- Establish and maintain positive relationships with students, staff, families and community organizations and institutions which may provide education resources to his/her operational unit.
- Establish and oversee the operation and supervision of all alternative programs.
- Coordinate, supervise and direct the pupil services components of all alternative educational programs, including attendance, discipline, and counseling.
- Supervise and evaluate all staff.
- Coordinate, implement and evaluate the instructional program and master schedule including the online program.
- Attend and participate in all school level and District meetings.
- Establish and maintain community relations through communication with District staff, community members, students and parents.
- Troubleshoot and resolve problems and concerns.
- Lead the planning, organization, and implementation of a variety of staff development and parent in-service training programs.
- Direct and lead the sites on WASC, and Model continuation reports
- Evaluate A-G pathway implementation and all associated responsibilities such as course list management and master scheduling.
- Collaborate with the district to develop a master schedule that meets the needs of all students.
- Work with Special Education case managers and staff to ensure students are meeting their IEP goals.
- Attend and actively participate in IEP meetings.
- Work cooperatively with the district department and division heads to ensure

support and articulation for the operation of the school in its relationship to the District's adopted goals.

- Assist school staff to develop responsible student citizenship.
- Conduct periodic meetings with teachers and staff to review curriculum, instructional strategies, and operating procedures.
- Distribute, and expend within budgetary restrictions, financial resources under assigned District classifications.
- Adhere to the policies of the Board of Education, regulations of the California Administrative and Education Codes and other applicable laws and regulations.
- Participate cooperatively and implement the procedures set forth by the District for certificated and classified evaluation and assessment.

Required Qualifications

- At least three to five years of successful teaching experience, preferably at the secondary level.
- At least two years of successful administrative experience.

Preferred Qualifications

- Training in areas of secondary school administration, curriculum, supervision of instruction, special education and student services is desirable.
- Bilingual (Spanish) Preferred.

Training and Experience

- Master's Degree in Education.
- Secondary school administrative experience.
- A valid California teaching credential and a program of professional preparation, including student teaching.
- A valid Administrative Services Credential authorizing K-12 service.

Knowledge of

- Comprehensive school organization, activities, goals, and objectives of a school.
- Principles, techniques, strategies, goals, and objectives of public education.
- Instructional techniques and methods.
- Modern, innovative, and creative curriculum and instructional trends.
- Educational theory, practice, and lesson design.
- Community relations.
- Budget preparation and control.
- Effective collaborative protocols.
- Principles and practices of administration, supervision, and training.
- Oral and written communication skills.
- Instructional practices and behavior management techniques.
- Instructional methodology.

- Curriculum development and design.
- Secondary Adult Transition planning.
- California Independent Study laws and policies.
- College and Career Readiness standards

Ability to

- Work independently with little direction.
- Plan, schedule and organize work.
- Direct lead and coordinate the multifaceted functions and activities of a school site.
- Use critical judgment in the evaluation of data and the development of reports.
- Generate a range of alternative solutions and courses of action associated with increasing educational outcomes.
- Apply data and statistics in classroom practice.
- Exercise good judgment.
- Meet schedules and timelines.
- Direct, motivate, train, supervise, evaluate, and counsel employees.
- Evaluate and supervise the performance of assigned staff.
- Manage site budgets and other resources.
- Communicate well, both orally and in writing.
- Relate well to the staff, students, and community.
- Establish and maintain a high level of faculty and student body effectiveness.
- Work confidentiality with staff, students, parents, and community.
- Organize workshops and professional development activities.
- Effectively work with the diversity of individuals.
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet.

Salary

- This position will be paid on the appropriate step of the certificated management salary schedule:
 - 220 days, positive work year calendar
 - Range \$11,269.78 - 12,511.54