

ORANGE UNIFIED SCHOOL DISTRICT

PRINCIPAL, CONTINUATION HIGH SCHOOL

DEFINITION

Under direction, to serve as the administrator of a continuation high school; to plan, implement, and direct the operational procedures and processes of the continuation and an alternative education high school; to plan, develop, and implement curriculum and instructional, guidance services, personnel and business service goals and objectives, and procedures for evaluating program effectiveness; to plan, develop, and conduct public and community relations programs; and to do other related functions as directed.

DISTINGUISHING CHARACTERISTICS

This position classification requires subject matter expertise in educational programs, and curriculum and instructional strategies, and parent and students services. Directly related secondary school administrative experience is necessary to assure success in a continuation and alternative high school leadership role. The job requires the ability to analyze and offer alternative problem solutions in difficult behavioral and social situations. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the school operation. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, ancillary personnel, school administrators, other educational personnel, community members, and public agencies to influence, motivate and monitor the result objectives of the continuation high school operations. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Serve as the instructional and operational leader of a continuation and alternative high school.
- Plan, design, and conduct follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the needs of continuation and alternative students, the community, and public agencies within the general community.
- Plan, develop, organize, conduct, and maintain performance evaluation information systems to ensure that school goals and objectives are achieved, and that all levels of staff adhere to the school, District, State, and national educational standards and goals.
- Plan, develop, organize, and administer support systems which provide optimal educational opportunities for high school age students.
- Work closely with the staff and advisory groups in assessing the school's educational and program needs, and develop short-term and long-range planning strategies for creating an optimal school-wide educational program.

PRINCIPAL, CONTINUATION HIGH SCHOOL – Page 2 of 3

- Plan, develop, and implement a master calendar and schedule of programs and activities to assist the students in meeting their educational goals.
- Plan, develop, organize, and administer a variety of support systems that aid in allowing the student population to attain success and achievement.
- Plan, develop, and implement budget planning and expenditure control procedures.
- Monitor and audit expenditure proposals and allocate resources appropriately.
- Plan, develop, and implement effective administrative support systems, and delegate appropriate areas of responsibility to subordinates.
- Confer, consult with, and advise District, public and private agency personnel and parents concerning continuation student educational and behavior management problems, and determine alternative problem solutions.
- Manage, supervise, observe, and evaluate school personnel performance, and provide counsel and assistance as required.
- Assist in resolving rights disputes which may include the conduct of formal hearing proceedings.
- Plan, develop, organize, and conduct staff development and staff training programs.
- Confer and collaborate with the District instructional support personnel in decision making processes and in the development of alternative approaches to solving educational and operational concerns and issues.
- Participate in the functions of District, school, and community advisory groups.
- Assist the school community and the public in their awareness of the continuation and alternative high school goals and objectives.
- Assist in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
- Supervise, direct, and coordinate the assignment of instructional and pupil support personnel.
- Establish and maintain procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
- Responsible for managing, monitoring, auditing, and evaluating the continuation and alternative high school specially funded programs.
- Plan, develop, and provide, as required, management reports pertaining to the educational climate and the functions and activities of the continuation high school.
- Coordinate student and family assistance programs with social service and youth service agencies.

QUALIFICATIONS

Knowledge of:

Principles, techniques, strategies, goals, and objectives of public education at the secondary level;
Philosophical, economic, and legal aspects of public education;
Procedures, methods, and trends of organization and management of an alternative and continuation high school; Curriculum development strategies, instructional delivery systems, and program evaluation processes;

PRINCIPAL, CONTINUATION HIGH SCHOOL – Page 3 of 3

Evaluation techniques for determining program activity and personnel effectiveness;
Human relations and conflict resolution strategies and team building principles and techniques;
Safe working methods and procedures.

Ability to:

Manage, lead, and direct the functions and activities of a secondary level school;
Demonstrate an effective instructional, organizational, and administrative mode;
Systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions;
Communicate effectively in oral and written English, and a second language as required by the assignment;
Understand and carry out oral and written directions with minimal supervisory control;
Establish and maintain effective organizational, public, and community relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of successful teaching experience, plus two years of successful administrative experience at the secondary level.

Education:

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, curriculum and instruction supervision, counseling and guidance, or a closely related field.

Certification Requirement

Possession of a valid California credential authorizing service as a secondary school principal.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.