

Principal, Alternative Education

Purpose Statement

The job of Principal, Alternative Education is done for the purpose/s of providing support to the instructional process with specific responsibility for directing overall alternative education operations, services, and staff in support of the county office departments, schools and programs; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating activities; and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Assistant Superintendent, Instructional Services & Equity

Essential Functions

Chairs meetings (e.g. 504 accommodation meetings regarding placement, services, change of placement or discharge of students in area of responsibility; curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

Delegates responsibility for a variety of administrative functions to Assistant and other personnel for the purpose of managing the workload more efficiently.

Develops budgets and financial forecasts (e.g. prepares preliminary budgets for assigned programs, analyzes and review budgetary and financial data, controls and authorizes expenditures in accordance with established limitations, directs and implements adjustments, etc.) for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.

Facilitates communication between personnel, students and/or parents (e.g. interprets, applies, and assures compliance with federal, state, and local district interprets laws and regulations related to alternative education; assists teachers in the preparation of individualized programs for students and in service delivery development, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.

Implements and/or assists in the formulation of policies, procedures and/or processes (e.g. research, analyze and evaluate service delivery models; service and staffing levels, etc.) for the purpose of providing direction and/or complying with mandated requirements.

Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.

Participates in a variety of meetings, seminars, and workshops (e.g. participates on boards and commissions; facilitates Alternative Education administrator network and AB922 county-wide expulsion plan; DELAC committee, etc.) for the purpose of conveying and gathering information.

Prepares a wide variety of materials (e.g. variety of narrative and statistical reports, records and files; reports to State and Federal authorities; quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information (e.g. budget overviews, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.

Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.

Supervises assigned personnel (e.g. recruitment and employee selection, performance evaluation and coaching, disciplinary actions, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Administrative Services Credential
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

120

