



## **JOB DESCRIPTION**

### **PRINCIPAL OF CONTINUATION HIGH SCHOOL**

**210 Days- Range H on the Certificated Administrators Salary Schedule (HSD)**

**DEFINITION:** The Principal of Madrone Continuation High School leads, manages, and supervises the operations of SRCS's Continuation High School. The Principal of Madrone will also be responsible for promoting other credit recovery options for students throughout the district by working with others to develop and manage programs through which SRCS students may seek alternative means of satisfying district graduation requirements (e.g. independent study, online credit recovery, adult education, etc.). The Principal of Madrone assists in efforts to provide for the educational development of students requiring alternative programs to succeed.

**REPORTS TO:** Superintendent (or designee)

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Supervises operation of Madrone
- Establishes and maintains effective learning climates in assigned school programs
- Develops and supervises credit recovery options for students throughout the district that choose alternative means by which to satisfy SRCS graduation requirements.
- Directs and supervises activities of school staff in the performance of their duties
- Evaluates the performance of all assigned personnel
- Leads staff in appropriate professional development activities required to further academic achievement of students seeking enrollment in alternative programs.
- Establishes guidelines for proper student conduct and discipline procedures
- Assumes responsibility for general health, welfare and attendance of students
- Supervises student support services necessary to administer affective programs
- Administers the school's budget and monitors responsible expenditures of funds
- Collects, analyzes and submits all relevant compliance data required of funding of assigned programs by legal mandate.
- Maintains current knowledge of all pertinent laws, rules and regulations for areas of responsibility to ensure compliance with all funding and operational requirements
- Markets alternative programs to further the community's understanding and support
- Develops materials to inform students of credit recovery options available to them
- Leverages available resources to develop effective and efficient education programs

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- Manages and assumes responsibility for safety and administration of school site, including supervision of fire drills and an emergency preparedness program
- Participates in meetings, special functions or events as required or appropriate
- Works directly with other principals, teachers and District staff to provide leadership and assistance in developing and managing alternative programs that facilitate satisfactory completion of graduation requirements for eligible students
- Assists Educational Services team with summer school planning and coordination
- Implements Board policies and administrative regulations for assigned programs
- Promotes and encourages professional growth of self and staff
- Recruits, interviews, recommends and hires instructors for credentialed employment
- Oversees SARB, adult education and district alternative education programs
- Other duties as assigned

### **KNOWLEDGE, ABILITIES, & EXPERIENCE**

- Demonstrated knowledge of instructional leadership, curriculum development, program design, teaching and learning, and student services at the secondary level
- Ability to motivate, encourage, and work with staff and students to ensure outstanding performance as well as positive engagement and morale
- Demonstrates culturally proficient leadership and cultural competence through behaviors, actions, and decision making
- Ability to review and analyze data from multiple sources leading to informed decisions intended to improve student achievement
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work on a team

### **OTHER DESIRED QUALIFICATIONS:**

- Bilingual/bicultural desired
- Proficiency using technology in the performance of job duties
- Proficiency integrating 21<sup>st</sup> Century learning skills into the instructional program
- Prior experience working in an environment where the student demographics are rapidly shifting and changing, requiring new approaches to teaching, learning and family engagement

### **MINIMUM QUALIFICATIONS:**

- California teaching and administrative credential required
- Master's degree in education preferred
- Prior administrative experience at the High School level preferred

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- Five or more years of secondary teaching experience with demonstrated excellence in student achievement

**Physical Requirements:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

Board Approved:

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