

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION –
CONTINUATION & ALTERNATIVE EDUCATION PRINCIPAL**

DEFINITION- Serves as the educational leader and chief executive of the continuation high school and alternative education programs.

SUPERVISION RECEIVED AND EXERCISED – Supervises certificated and classified personnel assigned to the site. Supervision is received from the District superintendent.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Provides leadership to school staff in interpreting district policies, defining and clarifying educational objectives, and stimulating high levels of job performance.
- Plans, directs, and evaluates the instruction program in the school with an understanding and appreciation for the need to modify traditional curriculum to meet the needs of individual students.
- Inspects school site to insure proper maintenance, operation, and safety.
- Supervises a fair and consistent student discipline policy.
- Utilizes exemplary life skills such as integrity, honesty, initiative, flexibility, perseverance, patience, cooperation, and humor. Is approachable and accessible to students and serves as a model for students.
- Studies and initiates the use of new teaching methods and materials; and initiates, encourages, and directs experimental and pilot programs of instruction.
- Enrolls students in the school; conducts preliminary interview with students and parents to explain school's program and expectations; and determines best individual program for these students.
- Responsible for the management of school resources, including revenue and expenditures, personnel, facilities and equipment.
- Supervises the utilization, maintenance, and protection of district property allocated to the school.
- Plan, organize, coordinate, supervise and administer programs of adult education; meet with advisory groups and individuals; select and organize new courses of instruction. Evaluates the effectiveness of courses in meeting needs of students.
- Plans and conducts staff meetings.
- Supervises the preparation of periodic reports to the State Department of Education, the superintendent, and other reports as authorized or directed.
- Supervises the maintenance of records of student attendance and of permanent records of student accomplishment.
- Supervises the evaluation of student records and the registration, instruction, and counseling of students.
- Responsible for maintaining an effective communication system, including keeping the superintendent informed regarding developments in his/her school.

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EXAMPLES OF DUTIES- (continued)

- Assigns, trains, supervises and evaluates staff. Requests new staff as needed. Recruits and recommends the employment and assignment of certificated personnel for staff.
- Establishes and maintains cooperative working relationships with district personnel, parents, students, and community groups. Promotes positive and effective relationships among staff, students, and parents.
- Serves on various district committees as directed by the superintendent.
- Assists teachers with programs and problems relating to pupils and instruction.
- Confers and counsels with pupils, teachers, and parents.
- Prepares reports and correspondence, maintains records, visits classes, attends meetings, and performs other duties as needed to maintain instructional and operational program of school.
- Responsible for coordinating, organizing, and implementing all student activities in the school.
- Responsible for being knowledgeable and current relative to district, state, and federal policies, laws, and regulations as they relate to the school and its programs.
- Perform related duties as assigned by the superintendent.

MINIMUM QUALIFICATIONS-

- Possess a valid California Administrative Services credential. A Pupil Personnel Services credential is desirable, but not required.
- Extensive knowledge and commitment to continuation and alternative school students, successful programs, practices and traditions.

Knowledge of:

- Extensive knowledge of comprehensive and alternative school curriculum, instruction, student services (including special education), program and student assessment, and staff development skills and strategies.
- Knowledge of school law, finance, attendance accounting, and curriculum

Ability to:

- Provide leadership in the development of alternative education programs.
- Strong commitment to working with adolescents and the parents and teachers of adolescents
- Ability to speak Spanish will enhance qualifications

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Experience and Training

Example:

Five years of certificated experience in a secondary, adult or continuation school, or any combination of these, including at least two years of which should be in an administrative capacity in an alternative education setting or as a vice principal in a secondary setting.

Special Requirements

- Ability to speak Spanish will enhance qualifications.
- 215 duty days annually.

Physical Requirements

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read, prepare, and proofread documents and perform assigned duties.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

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

Adopted: May 24, 1994

Revised: February 12, 2004