

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

PRINCIPAL, CONTINUATION HIGH SCHOOL

DEFINITION

Under direction, provide leadership and serve as the chief administrative officer of an alternative senior high school.

EXAMPLES OF DUTIES

- Plan, design, and conduct follow-through strategies pertaining to curriculum development and the implementation of instructional programs to align with Common Core State Standards and activities designed to improve student learning.
- Implement and oversee A-G course and NCAA requirements.
- Maintain and enhance the Model Continuation High School program.
- Develop short and long-range objectives for creating active teacher collaboration in a Professional Learning Community.
- Coordinate programs and activities to achieve the schoolwide goals and objectives.
- Monitor enrollment, budgets, expenditure proposals and allocate resources appropriately.
- Develop effective administrative support systems and build leadership capacity to meet student needs.
- Confer, consult, and advise district, public and private agency personnel, and parents concerning student educational and behavior problems, and determine alternative solutions.
- Supervise and evaluate certificated and classified staff.
- Conduct staff development and other relevant training as appropriate.
- Coordinate student and family assistance programs with social service and youth organizations.
- Supervise on-site Alternative to Suspension Program
- Participate in Admission and Discharge Committee
- Collaborate with other administrators to create a system for early identification of at-risk students.
- Collaborate with other comprehensive high school administrators to ensure successful transition of students into alternative high school programs.
- Provide district-wide support for at-risk students.

QUALIFICATIONS

Knowledge of:

Procedures, methods, and trends or organization and effective management of a secondary school; curriculum development strategies, instructional delivery systems, and program evaluation processes; evaluation techniques for determining program activity and personnel effectiveness; human relations and conflict resolution strategies, and team building principles and techniques.

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QUALIFICATIONS (continued)

Ability to:

Manage, lead, and direct the functions and activities of a secondary school; demonstrate outstanding instructional and organizational leadership skills; systematically analyze problems, determine alternative solutions, and exercise sound judgment in rendering decisions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal supervision; comply with the district's customer service standards, as outlined in Board Policy.

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, instructional technology, or closely related field.

Certification Requirement:

Possess a valid California credential authorizing service as a secondary school principal.