

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: PRINCIPAL, ALTERNATIVE EDUCATION

QUALIFICATIONS

Knowledge of

1. Instructional management, budgeting, curriculum planning and assessment, staff development, and personnel management.
2. State laws and District rules and regulations pertaining to the educational environment.
3. Effective instructional strategies.
4. Assessing and evaluating effective instructional techniques.
5. Supervision of campus climate and co-curricular events.
6. Facility maintenance and custodial supervision.
7. Preparing and implementing school-wide disaster preparedness plan.
8. Developing a school-wide master schedule.
9. Safety and workplace rules and regulations.

Ability to

1. Be a productive and active team member.
2. Facilitate participatory decision-making.
3. Work both collaboratively and independently.
4. Learn and implement Board Policies, Administrative Regulations, and District procedures in assigned functions.
5. Make accurate and timely decisions.
6. Set, follow, and evaluate school and program policies.
7. Develop and implement a school/program vision.
8. Work cohesively in a team environment.
9. Investigate issues, which relate to school climate and safety.
10. Conduct workshops.
11. Design and implement an effective action plan.
12. Interact with local support agencies.
13. Understand and carry out oral and written instructions, policies, and procedures.
14. Receive and give information over the telephone or in person in a courteous manner.
15. Communicate effectively and tactfully in both oral and written forms.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
18. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Training and Experience

1. Possession and maintenance of a valid and appropriate California Administrative Services Credential
2. Possession and maintenance of a valid California Teaching Credential
3. Master's Degree or higher from an accredited college or university

Training and Experience (continued)

4. Three (3) or more years of successful high school teaching experience desirable.
5. Three (3) or more years of successful high school administrative experience desirable.

REPORTS TO: Superintendent or Designee

SUPERVISES: All administrators and assigned certificated and classified staff attached to the Adult Education, Continuation School, and high school Independent Study programs.

JOB GOAL: To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES

1. Functions as an instructional leader.
2. Provides leadership to the staff in determining short- and long-range plans based on school level needs and/or overall District goals and objectives.
3. Provides leadership to the staff and community in maintaining and/or developing educational programs, which meet the needs of all students.
4. Provides instructional leadership in the latest instructional strategies to include, but not limited to, Cooperative Learning, Thematic Approaches, and Direct Instruction.
5. Provides leadership to staff in the selection and use of textbooks and instructional materials.
6. Establishes and maintains a participatory management system, which provides staff involvement in appropriate decision making.
7. Manages time effectively so that priorities are attended to in an effective manner.
8. Coordinates the functions of all certificated and classified employees.
9. Plans for the most effective use of curriculum materials, instructional supplies and equipment.
10. Plans, coordinates, and evaluates the curricular and extra-curricular programs of the school.
11. Implements all aspects of the "Second to None" concept to include proper liaison with the high school, community colleges, and other educational agencies.
12. Implements District-approved curriculum.
13. Implements Independent Study Programs.
14. Monitors the progress of pupils, and takes action to ensure a high level of pupil success is achieved.
15. Strives to create a school climate, which is positive and productive for students, staff, and community.
16. Develops school plans and organizational procedures for the health, safety, discipline and conduct of students and staff.
17. Works closely with other schools, especially the high school, in developing and maintaining effective and efficient ways of identifying and enrolling students in alternative education.
18. Directs and actively participates in all Crisis Intervention Team activities.

ESSENTIAL FUNCTIONS (continued)

19. Serves as member of all special education IEP potential placement meetings.
20. Works closely with other schools, especially the high school, in developing and maintaining effective and efficient ways of identifying and enrolling students in alternative education.
21. Provides flexible scheduling opportunities for students in Alternative Education.
22. Forms partnerships with business and community organizations as appropriate.
23. Maintains high standards of student conduct and enforces appropriate discipline as necessary, and according to due process rights of students.
24. Meets regularly with students, staff and parents to evaluate the school and plan for its improvement in all aspects - curriculum, instruction, administration, fiscal management, student activities, and community involvement.
25. Supervises and evaluates the performance of all school personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
26. Demonstrates a willingness to participate in district-level activities.
27. Attends and participates in student, staff, and school-related community functions.
28. Monitors the maintenance of the buildings and grounds in an aesthetically pleasing manner.
29. Interacts with parent, student, and staff concerns in a sensitive, timely manner.
30. Returns all phone calls from parents/guardians on an immediate as possible basis, and definitely within 24 hours.
31. Provides monthly written information to the community about school programs, events, etc.
32. Keeps the superintendent informed of the programs' activities and problems.
33. Assumes responsibility for ensuring student attendance rates are maintained at a high level.
34. Ensures proper maintenance and control of site-based and student funds.
35. Assesses staff professional growth needs on a regular basis and provides varied opportunities for staff to participate in professional growth activities.
36. Conducts in-service activities for all staff members that include modeling appropriate instructional techniques.
37. Monitors the school's budget and makes financial decisions based on priorities; maintains a balanced budget.
38. Plans, supervises, and directs the business operation of the school in accordance with District policies and procedures.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.

PHYSICAL ABILITIES (continued)

8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 215 work days

Twelve-month work year
Certificated Management

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. The Superintendent or designee will give the evaluation.

Approved by:	Board of Education	Date:	October 22, 1992
Amended by:	Board of Education	Date:	January 14, 1999
Amended by:	Board of Education	Date:	November 8, 2018

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**