

MT. DIABLO UNIFIED SCHOOL DISTRICT
PRINCIPAL, CONTINUATION HIGH SCHOOLS/INDEPENDENT STUDY SCHOOLS

Primary Function

Administers all aspects of a Necessary Small High School. Responsible for organization and administration. Serves as direct liaison to the community and district administration, and with other educational and social service agencies

Directly Responsible To

Assistant Superintendent of High Schools

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
2. Develops, with the community and the teaching staff, a clear statement of instructional goals and/or objectives for the school consistent with the established educational goals of the district.
3. Assists teachers to establish standards of expected progress for individual students in designated areas of study, and to develop techniques for assessment of that progress, based upon the district standards.
4. Works closely with multiple social service agencies, police departments, probation, health services and other community agencies to provide seamless service to a common population, and to support service learning and school to career focus.
5. Works closely with local corporations, small businesses, Chamber of Commerce, the Employment Development Department, and apprenticeship programs to prepare students for post-secondary options.
6. Cooperates with district administrative and supervisory personnel in curriculum development, articulation, research activities, student personnel problems, testing programs, and official reports.

7. Works cooperatively with other school and district administrators in the development of a coordinated program for students including career preparation.
8. Provides for the evaluation of all personnel assigned to the school according to the district guidelines and procedures.
9. Makes recommendations regarding the selection, retention, and promotion of personnel assigned to the school.
10. Administers the rules and regulations set by the Board of Education and the district administration.
11. Works closely with the media to showcase the schools and their programs.
12. Establishes practices and procedures consistent with the provisions of the California Education Code and related codes.
13. Provide for the delegation of responsibilities to a member of the staff when absent from school.
14. Assists the school faculty in professional development.
15. Orients new faculty members to the schools, community, and the district.
16. Works with the schools personnel to implement, assess, and upgrade the schools' instructional programs.
17. Is responsible for the appropriate utilization of staff and special programs to meet the individual needs of students.
18. Encourages suitable and adequate student activities and organizations in the schools, to develop the varying interest and abilities of the students, and to provide for the supervision of such activities and organizations.
19. Develops, implements, and evaluates procedures with respect to pupil placement within the school.
20. Provides for appropriate procedures which will insure proper supervision of students in the school, on the campus, and on school buses before, during, and after school hours.
21. Establishes and implements emergency procedures.

22. Supervises attendance within the school.
23. Requires that complete and up-to-date cumulative records and transcripts are kept in accordance with the California Education Code and district policies.
24. Monitors the awarding of credit to individual students.
25. Is aware of local community sentiment and acts as a liaison between the local community, on the one hand, and the school and the district, on the other hand.
26. Works cooperatively with appropriate agencies and organizations in the community to support learning and career preparation for at risk students.
27. Seeks outside funding and encourages staff to work cooperatively to acquire such funds.
28. Develops and monitors the school budget and other accounts according to district and program guidelines.
29. Manages resources effectively and appropriately including revenues and expenditures, personnel, facilities and equipment, and special programs.
30. Encourages and fosters close relationships between the school staff and the parents.
31. Is on the school premises during school hours and a reasonable time before and after school hours, unless absent on school business or with the knowledge and permission of the district administration.
32. Attends job-related meetings and activities specified by the Assistant Superintendent of High Schools.
33. Performs additional duties assigned by the assistant Superintendent of High Schools as an adjunct to regular stated duties.
34. Performs those duties and responsibilities including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills:

1. Ability to exhibit the qualities of leadership essential to the successful administration of a continuation high school, independent study school, and necessary small high school.

2. Ability to work with pupils and adults in a supervisory capacity.
3. Ability to exercise good judgment and tact.
4. Ability to cope with emergency situations.
5. Knowledge of basic elements of instruction.
6. Knowledge of effective employee supervision and evaluation procedures and techniques.
7. Knowledge of curriculum concepts and materials pertinent to a continuation high school, independent study school, and necessary small high school, including knowledge of high school curriculum, credit structure, disciplinary and attendance procedures.
8. Ability to speak and write effectively.
9. Ability to work effectively with all segments of the educational community and general public.
10. Knowledge of the social, personal, and physical development of adolescents.
11. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.
12. Knowledge of effective student disciplinary and control procedures and practices.
13. Knowledge of effective strategies for identifying and addressing the needs of high risk students.
14. Knowledge of basic principles of effective school guidance and counseling.
15. Ability to work effectively with high risk students.
16. Knowledge of the community and available resources.
17. Knowledge of budget development, maintenance, and evaluation.
18. Knowledge of school district operations and procedures.

Education, Training, and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.
2. Progressively responsible experience in providing leadership in a school or district setting.
3. Possession of an appropriate school administrative credential.
4. Leadership experience in a school setting.
5. Experience in directing/supervising the work of others.
6. Experience in working with at-risk youth.
7. Experience working with community agencies, business partnerships, juvenile and justice officials.

DMA Management Salary Schedule for Principals

Approved by the Board of Education: