

**CLASS SPECIFICATIONS FOR THE
PRINCIPAL, INDEPENDENT STUDY SCHOOL**

DEFINITION

Serves as educational leader and general administrator of K-12 Independent Study School. Responsible and accountable for the direction and effective performance of certificated and non-certificated personnel serving the school on a permanent, part-time and/or temporary basis. Through line organization procedures and management organization channels, participates in recommending district policies and regulations to the Superintendent.

QUALIFICATIONS

Credential: Possession of both the standard teaching credential and a standard administrative credential or credentials of equivalent authorization issued by the California Commission on Teacher Credentialing is required.

and

Education: A bachelor's degree from an approved institution is required. Preference will be given to persons who have training and experience in working with independent study and alternative programs.

and

Experience: A minimum of five years of certificated experience in private or public K-adult schools, or any combination of these, working with youth and parents utilizing technology that enhances interpersonal communications and self-understanding. Must have demonstrated leadership and organizational skills in communication, writing, and working with alternative education, and knowledge of the myriad of school/community programs and resources, including local alternative education programs that are available to respond to the differential needs and unique learning styles of students.

TYPICAL DUTIES AND RESPONSIBILITIES

- _____ 1. Provides leadership to the school staff in interpreting district policies, defines and clarifies goals, and stimulates high levels of job performance.
- _____ 2. Administers rules, regulations, policies, and procedures that comply with the California Education Code, Title V Administrative Code, and other regulatory documents that pertain to the operation of the various Independent Study Schools.
- _____ 3. Is responsible for the management of all other administrative processes relative to the operation of the Independent Study Schools including the supervision of student records; establishment and implementation of emergency procedures; assessment of staff needs to provide optimum services; selection, motivation, and supervision of personnel; development and implementation of employee and student bulletins and schedules; management of employee/employer contract; supervision of record keeping (attendance, time cards, purchase orders, invoices, accident reports, etc.); and coordination of student services provided by community agencies.
- _____ 4. Manages program resources, including revenue expenditures, personnel evaluations, supplies, textbooks, and equipment inventories.

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TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- ___ 5. Plans, directs, and evaluates the instructional program of the school, including responsibility for implementing the district's curriculum in accordance with the needs of the school.
- ___ 6. Is responsible for teacher supervision, including classroom visitation and observation of teaching strategies.
- ___ 7. Evaluates probationary and permanent (classified and certificated) personnel on a continuous and self-improvement basis.
- ___ 8. Prepares and submits reports required for management of the district.
- ___ 9. Develops and implements plans for student conduct and attendance, including initiating and attending hearings on these matters.
- ___ 10. Ensures proper maintenance, operation, and safety of the school plant and site.
- ___ 11. Develops and maintains schedule of students assigned to Independent Study, and assigns staff to incoming students.
- ___ 12. Cooperates with representatives of public and private agencies such as police departments, sheriff's offices, probation and welfare departments, courts, and youth opportunity centers in providing information on students; and does pre-screening of pupils for possible referral to other appropriate service agencies.
- ___ 13. Provides constant communication with all other district site staff regarding transition of students entering and exiting the Independent Study Program.
- ___ 14. Provides parent workshops/contacts to assist parents with strategies to help their sons/daughters stay in school and educational programs.
- ___ 15. Designs and develops a program specifically targeting the needs of Independent Study students.
- ___ 16. Develops, implements, and maintains an effective multifaceted curricular approach to meet the needs of students enrolled in Independent Study.
- ___ 17. Works cooperatively with school site staffs to identify, follow-up, and adequately serve Independent Study students.
- ___ 18. Works cooperatively with district personnel on curriculum development, evaluation, and other programs; follows through with scheduled meetings with all segments of school population to interface programs; and maintains effective communication with the media.
- ___ 19. Develops and implements a multifaceted assessment program to measure student progress, achievement, attendance, and improved behavior.
- ___ 20. Provides inservice opportunities for staff to keep abreast of trends, practices, policies, and procedures related to reducing the number of students who are dropping out of Independent Study.
- ___ 21. Plans and directs outreach and recruitment for students to encourage participation in Independent Study.
- ___ 22. Provides regular reports to district staff regarding the progress of the program activities aimed at dropout prevention.
- ___ 23. Performs other duties as directed and required.