

**CLASS SPECIFICATIONS FOR THE
PRINCIPAL, CONTINUATION HIGH SCHOOL**

DEFINITION

Serves as educational leader and general administrator of a continuation high school; establishes and maintains effective relationships with students, staff, parents, and community organizations; and does other work as required.

QUALIFICATIONS

Credential: Possession of a valid standard supervision credential, with authorization to serve as a school principal, or a credential 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. Advanced degrees are preferred.

and

Experience: A minimum of five years of certificated experience and two years of administrative, supervisory, or specialist experience in a school system is required.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Provides leadership to the school staff in interpreting district policies, defining and clarifying educational objectives, and stimulating high levels of job performance.
- ___ 2. Plans, directs, and evaluates the instruction program in the school.
- ___ 3. Enrolls students in school; conducts preliminary interview with students and parents to explain school's program and expectations; and determines best individual program for these students.
- ___ 4. Assigns, trains, supervises, and evaluates staff.
- ___ 5. Studies and initiates the use of new teaching methods and materials; and initiates, encourages, and directs experimental and pilot programs of instruction.
- ___ 6. Develops and carries out plans for control of student discipline and conduct; establishes standards and checks to see that standards are observed.
- ___ 7. Assists teachers with programs and problems relating to pupils and instruction.
- ___ 8. Coordinates and provides in-service growth opportunities for teaching personnel within the school.
- ___ 9. Confers and counsels with pupils, teachers, and parents.
- ___ 10. Provides guidance to visiting central office staff regarding current problems and needs of the school, and is responsible for such staff when they are working in his/her school.
- ___ 11. Prepares or supervises the preparation of class schedules.
- ___ 12. Inspects school plant to insure proper maintenance, operation, and safety.

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TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- _____ 13. Establishes and maintains cooperative relationships with parents and community groups.
- _____ 14. Is responsible for preparation of annual budget and for the control of budgeted funds.
- _____ 15. Prepares reports and correspondence, maintains records, visits classes, attends meetings, and performs other duties as needed to maintain instructional and operational program of school.
- _____ 16. Develops and recommends new programs to meet the needs of special populations, such as pregnant minors and Independent Study Program, and is responsible for implementation of such programs when approved.
- _____ 17. Responsible for coordinating, organizing, and implementing all student activities in the school.
- _____ 18. Interprets laws and codes as they apply to continuation school when requested by principals or other administrators. Maintain current knowledge of such laws and codes.

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