

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**PRINCIPAL, CONTINUATION HIGH SCHOOL**

**DEFINITION**

Under direction from District administrators, the Principal serves as the site administrator and instructional leader. The Principal supports the educational programs of the District by overseeing the implementation of school-wide curriculum, all phases of the instructional program and management of the facility as well as provides leadership, administration, and supervision for the cognitive and affective development of students as well as to promote parent and community involvement.

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Plan, collaborate, implement, direct and evaluate the curriculum development, instructional goals and processes and college and career planning structures designed to meet the unique needs of students and community.
2. Assist the educational community in understanding the site, District, state and federal goals and objectives, and the strategies utilized for achieving them. Expand public awareness and outreach to broaden support of alternative education programs and public schools.
3. Establish a results-based school culture through the continuous collection, examination and use of data to develop long and short-range plans to improve the instructional process.
4. Initiate ongoing opportunities for teachers, students, and parents to understand and utilize data as a means to improve instruction and learning.
5. Plan, develop, organize, confer and administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
6. Coordinate student and family assistance programs with interdepartmental agencies and youth services as needed.
7. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.
8. Review, evaluate, purchase and allocate instructional resources, supplies, and equipment to enhance programs and support schoolwide goals.
9. Implement and oversee an effective school wide discipline system.
10. Conduct staff meetings and related training to promote alignment and continuity of curriculum and identify and encourage leadership potential.
11. Direct, supervise, observe, assess, and evaluate site personnel performance ensuring all levels of staff adheres to District, state and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Confer with site personnel in resolving rights disputes which may include the conduct of formal hearings.
14. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.

**EXAMPLES OF DUTIES (Continued)**

15. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
16. Plan, develop, and provide reports and recommendations pertaining to functions, activities and general educational climate of the school facility.
17. Serve on community organizations, school and District committees to assure the interests of the school are properly served.
18. Supervise, direct, and coordinate the assignment of instructional personnel and student classroom assignments in accordance with District staffing allocations.
19. Supervise and approve the master schedule of teaching schedules and special assignments.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

**QUALIFICATIONS**

**Knowledge of:** Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and federal advisory documents, the State and Federal Framework in all subjects taught and district curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; principles of school based management and shared decision making; human relations, conflict resolution strategies and team building principles and techniques; current trends and research concerning the growth and development of school-age students; child guidance principles and practices; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives.

**Ability to:** Manage, lead, and direct the functions and activities of a school; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; maintain awareness of community resources available to assist students; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; prepare the annual budget, monitor and administer the budgetary expenditures; effectively communicate orally and in writing; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Master's degree from an accredited college or university in a related field.

**Experience:** Six years of successful teaching experience including three years of successful experience in a supervisory or leadership role.

**Credential:** Valid California Teaching Credential; Valid California Administrative Services Credential; Valid California Driver's License.