

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: Alternative Education Principal
WORK YEAR: 220-day

JOB DESCRIPTION: Under the direction of the Superintendent, provide leadership for alternative education within the district. The position is assigned to administer and implement alternative programs, coordinate district adult education programs, and provide staff leadership to ensure understanding of and promotion of the district's educational vision and objectives. The position requires clear, concise, and professional communications with the public, employees, and various agencies. Persons employed in this position must also demonstrate initiative, tact, patience, good judgment, and confidentiality.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the classification but is intended to accurately reflect the principle job elements.)*

- Plans and directs business operations of school, including development and administration of site budgets to assure proper allocation of funds for instructional and non-instructional equipment and materials. **(E)**
- Interviews, recommends for employment, supervises and evaluations for certificated and classified personnel in accordance with the district's uniform guidelines for evaluation and assessment, and recommend and take appropriate action **(E)**
- Maintains knowledge about current developments and trends in alternative education, intervention programs, school-to-career programs, school attendance and welfare, and student support. Provides leadership in implementing and evaluating these programs. Works with site principals and appropriate committees in the development, implementation and evaluation of programs to meet students needs. **(E)**
- Researches, guides and monitors completion, submission, and revision of the consolidated categorical programs application, and monitors effective use of and compliance with categorical programs. **(E)**
- Works with staff to implement and evaluate innovative student support curricula, strategies and materials. **(E)**
- Analyzes data and compiles reports needed for program planning and evaluation.
- Serves as liaison with educational leaders at the local, regional and state levels. **(E)**

- Establishes and maintains wide contacts with sources of support from local business, governmental agencies, corporations and foundations. **(E)**
 - Coordinates meetings and other activities for school personnel responsible for categorical programs, including but not limited to site councils, school and district advisory committees, and parent committees. **(E)**
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- Works with the Director of Child Welfare and Attendance to appropriately place students in order to meet their individual needs. **(E)**
 - 11. Provides assistance to site personnel to coordinate School Level Plans and Local Improvement Plans. **(E)**
 - Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- *Principles of administration and supervision
- *Staff development organization and techniques
- *Educational curriculum and instructional services and methods
- *Laws and regulations relating to educational and instructional programs

Ability to:

- *Maintain cooperative relationships with administration, staff, parents, and community members
- *Supervise personnel, manage budgets, and provide requisite reports/accounting
- *Deliver curriculum and program to meet the needs of alternative education *students*

PHYSICAL

- **Standing/Walking:** Frequently; throughout office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks

throughout the work shift.

- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

MENTAL

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

Work Conditions

Location: Work is performed in school office setting.

- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, fax, and telephone.

Employment Standards 1. Possession of:

- *Valid California teaching credential requiring the possession of a baccalaureate degree
- *Valid California credential authorizing service as an administrator

3. Valid California driver's license, with proof of auto insurance
4. Private, personal transportation
5. CPR and First Aid Certifications

SALARY: *Placement on Management Salary Schedule
Range 2C (Realign 3B to 2C salary line reordered)*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 12/14/2022