

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**PRINCIPAL / DIRECTOR OF STUDENT SERVICES**

**REPORTS TO:** SUPERINTENDENT

**SUPERVISES:** Classified and Certificated Personnel

**DEFINITION:**

Assume administrative responsibility and instructional leadership, under the supervision of the Superintendent, and in accordance with the policies of the Board of Trustees. Position is responsible for planning, management, operation, and evaluation of the educational program of the assigned schools. Promote educational excellence by setting high standards for achievement and behavior at the school. Assure that facilities are safe and conducive to a positive learning and working environment. Maintain a School Safety Plan and an Emergency (Crisis) Plan in keeping with statutory, regulatory and policy requirements. Assist in the recommendation of annual budget for the operation of the school and comply with statutory, regulatory and policy requirements for fiscal management of school funds. Adhere to Policy requirements for purchasing supplies, materials or equipment at District expense. Submit recommendations to the Superintendent regarding the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to the school. Evaluate all school staff members in keeping with policy and established District staff evaluation procedures. Admit students to the school in keeping with policy. Serve as the school's Attendance Officer or designate an assistant to serve as the Attendance Officer and implement procedures for the enforcement of student attendance in keeping with state law and policy. Properly notify students and enforce the District's Student Conduct Code and associated policies. Implement student discipline in a fair and consistent manner, and in keeping with District Policies. Communicate discipline information concerning any student enrolled in the school to any teacher who has direct contact with the student in the classroom and to any counselor who has direct contact with the student. Assure that no student shall be the recipient of discrimination or harassment.

Maintain an ongoing effort to promote positive relationships with staff, students, parents and the community. Act as LEA at IEP and 504 meetings.

**QUALIFICATIONS:**

Required:

1. Must have a California Administrative Credential.

Desired:

1. Previous experience in an administrative position.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of administration principles, philosophies, and practices of elementary and secondary educational systems.
2. Knowledge of appropriate instructional methods, strategies, and practices especially for students with special needs.
3. Knowledge of federal and state laws, regulations, and guidelines related to public school administration.
4. Knowledge of effective management techniques and methods.
5. Ability to plan/direct operational functions of an elementary and secondary school site.
6. Ability to interpret and successfully apply a variety of federal and state law, regulations, and guidelines as they relate to public school education and administration.

7. Ability to interpret and successfully implement District policies, objectives, directives, and educational philosophy.
8. Ability to communicate effectively and tactfully in both oral and written forms.
9. Ability to motivate, supervise, and evaluate the work of others.
10. Ability to plan, manage, and prioritize a wide variety of functions within designated timelines and with limited resources.
11. Ability to prepare a variety of reports and presentations including complex technical and analytical writings.
12. Ability to counsel and advise employees, students, parents, and the public effectively and positively.
13. Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.
14. Ability to effective discipline planning.

### **ESSENTIAL DUTIES/TASKS:**

1. Instructional
  - a) Supervises and evaluates the instructional program, providing leadership in implementation of effective teaching strategies.
  - b) Performs classroom observations and follow-up conferences to monitor instructional programs.
  - c) Recommends methods by which student progress shall be assessed.
  - d) Supervises and monitors special programs (focusing on literacy and special education).
  - e) Provides assistance in selection of instructional materials.
  - f) Maintains and continues to develop professional expertise in areas of educational philosophies and practices, leadership skills, and school site administration.
  - g) Prepares goals and objectives in measurable terms.
  - h) Represents site and District at local, county, and state level committees.
2. Staff
  - a) Participates in and makes recommendations to the Superintendent on employee selection, reassignment, and transfer.
  - b) Maintains responsibility for staff development at assigned site.
  - c) Makes employee assignments, sets up duty and other schedules.
  - d) Evaluates assigned personnel in accordance with District guidelines.
  - e) Encourages and advises staff with their professional growth.
  - f) Informs staff on Course of Study, Curriculum Guides, and State Frameworks.
  - g) Supervises and/or coordinates site Specialists (District and/or County), and site volunteers.
  - h) Conducts efficient staff meetings.
  - i) Consistently and effectively communicates with staff members.
3. Students
  - a) Develops plans and procedures for student health, safety, discipline, and conduct.
  - b) Assists and supports teachers in modifying student behavior.
  - c) Confers with staff, parents, students, and others concerning student needs.
  - d) Schedules classes and assigns students.
  - e) Understands unique needs of various student populations, (i.e. Special Education, Native American, socio-economically disadvantaged).
  - f) Participates in student study team and IEP meetings.
  - g) Coordinates positive student recognition program.

- h) Administers district and state assessments.
- i) Monitors and reports on student achievement and state/federal accountability measures/ratings.

4. Community Relations

- a) Consistently and effectively communicates with parents and community members to inform them about the educational programs.
- b) Participates as member of School Site Council and attends other parent group meetings and conferences.
- c) Attends and/or supervises special activities such as holiday program, Open House, and Back-to-School Night.
- d) Works with civic and community service organizations.

5. Site Operations

- a) Develops financial plan which supports the achievement of goals and objectives of both the site and the District.
- b) Expedites all forms and reports as required.
- c) Administers budgets for general and categorical programs such as Title 1, EIA, Lottery, and SIP.
- d) Confers with staff to establish priorities in allocating funds.
- e) Instructs staff in methods of keeping necessary records.
- f) Administers maintenance and operational needs of school facilities and grounds.
- g) Maintains illness and injury program in accordance with SB 198 requirements (Injury and Illness Prevention Plan.)

**NON ESSENTIAL DUTIES/TASKS:**

- 1. Attends Board meetings.
- 2. Performs additional responsibilities as necessary and as assigned by the Superintendent.

**ENVIRONMENT/WORK CONDITIONS:**

- **Location:** Work is performed 80% within the office or classroom setting, 10-20% in an outdoor supervisory setting during recess, breaks, or before and after school.
- **Hazards:** Working with active young children, trip hazards, and slippery surfaces.
- **Equipment Used:** General office and classroom equipment, computer, audio-visual equipment, 10-key, copier.
- **Safety Equipment:** None required.

**ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

**PHYSICAL**

- **Standing/Walking:** Frequently; throughout the day while performing supervisory duties, including recess supervision.
- **Sitting:** Frequently; while performing office duties and report generation, policies, etc.
- **Lift/Carry:** Frequently; 1-5 pounds; instructional materials, books, binders, paperwork. Occasional lifting 15-20 pounds, books and materials, assisting students and moving equipment; and Seldom lifting up to 54 pounds in lifting cases of paper, boxes delivered, text books, assisting students in emergency situations or to break up a fight.
- **Bending/Stooping:** Occasionally; at knees/waist/neck while providing one-to-one student services or retrieving items from lower shelves.

- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-30 pounds while assisting students, or Seldom up to 80 pounds while breaking up a fight, moving furniture and equipment etc.
- **Climbing/Balancing:** Seldom, using stepladder in classroom, may be stairs at some locations.
- **Kneeling/Crouching/Crawling:** Occasionally; kneeling may be required while assisting students. Crouching/crawling not required but may choose to get in these positions with children for activities.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- **Sight/Hearing/Speech:** Constantly; to provide instructional assistance to student. Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment.

#### MENTAL

- Constant mental alertness required in supervising activity of assigned student to anticipate behaviors of student and maintain safe, educational environment.
- Must possess necessary communication skills, written and oral, to complete assignments.
- Must be able to read, write speak English; possess interpersonal skills to work well with various types of students, parents and staff.
- Must be able to adapt to work pressures that can include frequent interruptions, multiple tasks and maintaining daily schedule of activities.
- Must be able to work independently with assigned student and exercise creative problem-solving ability.
- Must be able to provide supervisory skills to provide guidance and set appropriate behavioral model to assigned students.

Adopted: 12/14/93

Revision: 08/09/96, 08/14/12