

## **Alternative School Principal Job Description**

**Purpose:** The Alternative School Principal provides professional leadership in organizing, administering, supervising, and evaluating an alternative school program. To accomplish these tasks, the Alternative School Principal works closely with the community, staff, and administration of the District.

**Responsible to:** High School Principal

**Supervises:** All personnel serving in assigned school(s)

**Payment rate:** Salary and benefits to be determined by the Board of Education

**Qualifications:**

1. Current Kansas Professional Education License in Building Administration.
2. A minimum of five years successful experience in teaching, and/or administrative, and/or supervisory field in education is desired.
3. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
4. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Work with staff and parents on strategies that assist in continuously improving student achievement and instruction.
2. Provide professional leadership in organizing, administering, supervising, and evaluating the effective delivery of alternative education services.
3. Establish an optimal learning environment within the school and respond to the individual educational needs of students.
4. Ensure all school programs and activities conform to federal, state, and District guidelines.
5. Communicate and work effectively and cooperatively with members of the school district and community.
6. React to change and frequent interruptions productively and in a positive manner, meeting deadlines as assigned.
7. Work to implement the vision and mission of the District.
8. Work with technology/computer systems.
9. Supervise, direct, motivate, and correct employees' job performance.
10. Model commitment and dedication to work.
11. Work independently and without supervision, and complete work in an efficient manner.

### **Physical Requirements/Environmental Conditions:**

1. Must occasionally work in noisy and crowded environments, with numerous interruptions.
2. Requires some travel.

### **General Responsibilities:**

1. Initiate, design, and implement programs to meet specific educational needs of the students.
2. Supervise the school's teaching process and ensure teachers are encouraged and given opportunities to grow professionally and personally.
3. Plan, organize, and direct implementation of all school activities.
4. Participate in selecting new faculty members whose knowledge and skills are likely to be assets to a balanced, expert teaching staff.
5. Establish and maintain an effective learning climate in the school.
6. Program classes within established guides to meet student needs and to take best advantage of faculty expertise.
7. Supervise the guidance program to enhance individual student education and development.
8. Formulate proposals for additional funding, supervise the implementation of funded projects, and maintain effective public relations with funding agencies, KSDE, and other state and community agencies.
9. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.
10. Orient newly assigned staff members and assist in their development.
11. Operate an ongoing program of professional development designed to help teachers stay current on developments in their fields and in education.
12. Involve teachers in the design and implementation of school policies/practices to take advantage of the collective expertise of the faculty.
13. Evaluate and counsel all staff members regarding their individual and group performance.
14. Prepare or supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
15. Participate in leadership meetings as required.
16. Prepare and submit the school's budgetary requests and monitor expenditures of funds.
17. Maintain and control the various local funds generated by student activities.
18. Cooperate with college and university officials regarding teacher training and preparation.
19. Work with various members of the central administrative staff in support areas, i.e., transportation, food services, custodial/maintenance.
20. Inform faculty and staff of policy changes and new programs.

21. Keep the High School Principal and Superintendent of Schools informed of the school's activities, problems, and successes.
22. Keep current on changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing concerns of mutual interest with others in the field.
23. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
24. Serve as a resource person for District staff in meeting the needs of students who drop out or are potential dropouts from the traditional educational environment.
25. Coordinate Real World Learning opportunities for students at the secondary level.
26. Oversee all Career and Technical Education programs district-wide
27. Serve as the District Lead for AVID.
28. Serve as liaison for matters involving Greenbush Virtual Academy.
29. Perform other tasks and assume other responsibilities as assigned by the Superintendent or designee.
30. Serve on advisory boards and committees of community agencies as appointed by the Superintendent or designee.

**Terms of Employment:** 11 months

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

**Approved: 1/16/2023**