

Alternative High School Principal

Purpose Statement

The job of Alternative High School Principal is done for the purpose/s of using leadership, supervisory and administrative skills to function as a Lead Learner with a creative mind; serving as an innovative thinker; propelling teaching and learning practices forward; and improving achievement for all student enrolled in the alternative education program with education, training, and experience based as fully as possible on their own stated needs, interests desires and expectations.

This job reports to Assistant Superintendent of Secondary Schools

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collaborates with internal and external personnel and agencies (e.g. counselors, social workers, psychologists, community agencies, parents, Day Treatment Centers, etc.) for the purpose of responding to individual and group needs.
- Conducts classroom observations for the purpose of serving as a coach and identifying and solving classroom issues regarding academics and behaviors.
- Delegates responsibility for a variety of administrative functions to other personnel for the purpose of managing the workload more efficiently.
- Develops and employs specific criteria for student admission into the alternative education program for the purpose of administering the admission procedure and communicating the procedure to high schools.
- Establishes and implements discipline policies for the purpose of maintaining high standards of student conduct and discipline with regard to due process to the rights of students.
- Facilitates district level curriculum committees and department PLC's for the purpose of assisting in the development, articulation, revision, and evaluation of the curriculum, instruction, assessment and professional development.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Leads the learning for the purpose of supporting a 21st Century educational expertise, Project based Learning, 1-to-1 technology, Standard Based Education and framework for a Multi-Tiered System of Support.
- Manages school administrative functions (e.g. counseling students, evaluating students, collection and submission of all forms and reports, student attendance monitoring, safety inspections, safety drill activities, school activities/athletics supervision, scoring of tests and examinations, etc.) for the purpose of maintaining current knowledge of all pertinent rules, regulations, and statutes, and assuring that the education program meets such requirements and standards.
- Participates in workshops, conferences, professional organizations, and district/state/national committees for the purpose of maintaining professional growth and development.
- Performs a variety of personnel administrative functions (e.g. hiring, assigning staff, scheduling and coordination of work routines, evaluation, coaching, disciplining, recommending termination, summer school staffing, etc.) for the purpose of ensuring instructional and building support staff maintain a high level of competencies and productivity.

- Prepares a wide variety of materials, forms and reports relative to the program for the purpose of documenting activities, providing written reference, and/or conveying information to the administration, the Board and state agencies.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Researches alternate funding sources (e.g. grants, etc.) for the purpose of maintaining the efficient operation of the alternative school.
- Serves as a resource for the purpose of providing Instructional Leadership at the classroom, building and district levels.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: managing projects as a self-starter and be self-directed in order to move projects from start to finished implementation; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; and concepts of management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; adapting to changing work priorities; and performing in an high ethical manner as well as maintaining the highest level of confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

A Level I Secondary Principal Credential/Valid North
Dakota Administrator's Certificate
A Valid North Dakota Teaching license

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Alternative High School
Principal