

IMPERIAL UNIFIED SCHOOL DISTRICT

ADMINISTRATION - PRINCIPAL/TEACHER ALTERNATIVE EDUCATION

Brief Description of Position:

Is administrative head of the Imperial Avenue Holbrook School and assumes major responsibility for leadership of all phases of program development of that school.

Major Duties and Responsibilities:

1. Is responsible for the organization and supervision of the educational program.
2. Participates in selection of faculty personnel for the school insofar as is practical.
3. Assists the Superintendent in the assignment of the teaching staff in his school.
4. Assists the Superintendent in the in-service training of certificated personnel and shall supervise teachers' professional growth. He shall provide for teachers' meetings and advise teachers with regard to instructional problems.
5. serves on the Admissions and Dismissal Committee.
6. Evaluates the work of all personnel assigned to the school. Shall make recommendations for the continued employment, reassignment, or separation from service of such personnel.
7. Responsible for the development of the curriculum and in planning and adapting the course of study to the needs and interests of the students enrolled.
8. Coordinates, appraises, and evaluates the instructional program.
9. Assists in the administration and supervision of aptitude tests, achievement tests, and other testing programs approved by the Board.

Administration - Principal-Teacher - Continuation Education

10. Is responsible for scheduling classes and room assignments.
11. Be responsible for student registration and pupil personnel services:
 - a. Times and procedures for registration.
 - b. Checking high school transcripts.
 - c. Evaluation of transcripts submitted by transfer students.
 - d. Supervise the counseling of prospective students as to required and recommended courses of study.
 - e. Be responsible for classification of students.
12. Establish and supervise reporting student progress and achievement.
13. Develop and direct IAHS public relations program.
14. Develop policies for all extra-curricular activities and shall provide supervision for such activities.
15. Assists in the selection and approval of all textbooks used in classes.
16. Be responsible for all publications of his school: Catalogs, information booklets, school paper, school annual, etc.
17. Supervise and direct the work of classified personnel assigned to his school.
18. Supervise the cleanliness, sanitation, and safety of all buildings.
19. Supervise the fire drills and earthquake drills.
20. Shall requisition supplies, textbooks, reference books, equipment and all materials necessary for the operation of his school. He shall issue supplies and equipment as needed by personnel assigned to his school.
21. Be responsible for the custody and return of Technology, textbooks, reference books, and other nonexpendable items which he issues to his faculty and staff.
22. Be responsible for reporting to the business office all employee absences and for verifying hours and days worked by certificated and classified employees under his jurisdiction.
23. Teaches classes as required. Instructional responsibilities fit the job description for

other teachers assigned to continuation school. (See classroom teacher - Continuation Education).

24. Shall keep the Superintendent completely and continuously informed as to the condition of his school and the activities therein.
25. Shall perform such other duties as assigned by the District Superintendent.
26. Is responsible for the preparation of school site budget and careful control of expenditures.

Supervision Exercised or Received:

Under the immediate supervision of the District Superintendent. Supervises all employees assigned to school.

POSITION QUALIFICATION

Minimum Qualifications:

Credential: Standard Secondary Teaching.

Education: Bachelor's Degree/Administrative Credential Required

Experience: Minimum of two years successful teaching experience at the level of assignment is recommended.

Personal Qualities: Ability to work well with people; good organizational ability; a sound philosophy of educational leadership based on strong character and decision-making ability supported by sound judgment.