



RIALTO UNIFIED SCHOOL DISTRICT

PRINCIPAL, CONTINUATION HIGH SCHOOL Job Description

DEFINITION

To serve under the Superintendent of Schools and Area Directors as the chief executive officer of a continuation school with total responsibility to manage all affairs of that school, including general control and supervision of all certificated and classified employees assigned to serve in the school.

ESSENTIAL DUTIES

- Provides leadership in curriculum, discipline, and student activities.
- Assists the staff in determining objectives, identifying school needs as a basis for developing long and short term range plans.
- Identifies, provides, assigns, and coordinates inservice growth opportunities for teaching personnel within the school.
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment of substandard performances, and identifies and encourages individual teachers with leadership potential.
- Plans, coordinates, and evaluates the total program of student services including areas of vocational education, guidance, and counseling.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
- Administers the collective bargaining contract for certificated and classified employees as they relate to personnel supervised.
- Serves as a District officer in communication between central administration and teachers and the classified employees in the school, and interprets and implements District policies in individual schools.
- Performs other duties as assigned by the Superintendent or Area Directors.

SUPERVISION

Responsible to: Superintendent and Area Directors

Responsible for: All certificated and classified employees assigned to school site

QUALIFICATIONS

Knowledge of:

Ability to:

Experience and Education:

- Master's Degree from an accredited college or university
- Possession of a valid California General of Secondary Administrative credential
- Possession of a valid CLAD Credential
- Minimum five (5) years of highly successful teaching or administrative experience
- Fingerprints on file as required by State law
- TB Skin Test as required by State law

PHYSICAL DEMANDS

Physical class:

Moderate Work - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours
 Frequently/Medium - 3 to 6 hours
 Constantly/High - 6 to 8 hours plus

Standing:	Occasionally	Carrying:	Frequently
Fingering:	Frequently	Stooping:	Occasionally
Kneeling:	Occasionally	Bending:	Frequently
Sitting:	Occasionally	Lifting:	Frequently
Driving:	Occasionally	Reaching:	Frequently
Walking:	Frequently	Push/Pull:	Occasionally
Handling:	Frequently	Grasping:	Frequently

****Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

Frequent motion:

Keyboarding:	Occasionally	Elbow flexion/extension:	Frequently
Twisting:	Frequently	Forward should/neck flexion:	Frequently
Wrist flexion:	Frequently	Reaching below shoulder level:	Frequently
Reaching above should level:	Occasionally	Reaching to shoulder level:	Occasionally

Sensory requirements:

Ability to see:	Constantly	Ability to hear:	Constantly
Ability to talk:	Constantly	Ability to smell:	Constantly
Ability to touch:	Constantly		

Must be able to deal with these environmental considerations:

Heat:	Yes	Odor:	Yes
Noise:	Yes	Humidity:	Yes
Moisture:	Yes	Fluorescent lights:	Yes
Working in close quarters with others:	Yes	Floor may be slippery at times:	Yes
Working inside:	95% of the day	Working outside:	5% of the day

This job requires:

Alertness:	Constantly	Attention to detail:	Constantly
Recall of names and dates:	Yes	The use of two hands:	Constantly
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

Ability to deal with psychological factors:

Team work:	Yes	Repetitive Tasks:	Yes - High
Frustration:	Medium	Level of responsibility:	High
Flexible:	Yes	Must keep up with schedule:	High
Able to work overtime as needed:	Yes	Dealing with angry teachers, students and parents:	Medium

Physiological factors:

Have a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 th grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes