

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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| 03/14 | <u>PRINCIPAL,</u> <u>SECONDARY ALTERNATIVE PROGRAMS</u> | 3.4.3 |
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1. Primary Function: Directs and administers all school operations and activities of Secondary Alternative Programs including instructional programs, support services, facility and ground operations, maintenance, student activities, agency collaboration, contracts and community relations activities.

2. Responsibilities:
 - 2.01 Plans, develops and supervises the instructional programs of alternative school programs within the policies, guidelines, rules, and regulations of the School Board, Superintendents, Oregon Board of Education and state and federal regulations.,
 - 2.02 Directs all school support services such as custodial services and physical plant operations; and facility ground repair, maintenance and alterations.
 - 2.03 Administers and provides supervision for all student activities including co-curricular activities such as student government, and evening drama and music performances.
 - 2.04 Maintains an emotionally healthy and physically safe environment conducive to the educational development of students and the professional development of staff, and provides plans for emergency situations.
 - 2.05 Recommends operating budgets for the school, establishes and maintains fiscal records and controls expenditures within approved budgets.
 - 2.06 Establishes and maintains student personnel and staff evaluation records, and counsels and advises students, staff, and parents on personnel related matters.
 - 2.07 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school programs, activities, goals, objectives, and school and community needs and desires.
 - 2.08 Makes staff assignments, selects, recommends hiring, recommends renewal or non-renewal of contracts for licensed staff, and employment status of classified staff.
 - 2.09 Promotes community involvement including volunteers and partnership development.
 - 2.10 Coordinates with all district secondary schools programs are articulated.
 - 2.11 Works with District transition team to place students in District programs when they are released from secure facilities (drug and alcohol treatment, Hillcrest, MacLaren).
 - 2.12 Works with high school curriculum assistant principals to assure smooth transitions between high school and alternative programs.
 - 2.13 Attends District and community drug and alcohol, juvenile justice, gang, teen sexuality and pregnancy meetings and forums.
 - 2.14 Finds alternative placement for students who are not making satisfactory progress in District regular programs.
 - 2.15 Locates students who have dropped out of school and engages them in an educational program.
 - 2.16 Directly supervises programs:
 - 2.16.01 Teen Parent Program
 - 2.16.02 Structured Learning Center

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- 2.16.03 Diversion Program
- 2.16.04 Downtown Learning Center
- 2.16.05 Chemeketa Community College and Court School Educational Contracts
- 2.16.06 Education program at Marion County Jail
- 2.16.07 Early College High School
- 2.16.08 SK-Online
- 2.16.09 Bridge Program
- 2.16.10 Discipline office

3. Key Relationships:

- 3.01 Director, Secondary Education: Reports to this position.
- 3.02 Licensed staff and classified staff: Supervises these positions.
- 3.03 Director, Curriculum, Instruction and Assessment: Calls on director and staff for services in evaluating curriculum and data information services.
- 3.04 Director, Student Services: Calls on director and staff for services in the development of programs to meet special student needs.
- 3.05 Director, Human Resources: Calls on director for services and works with director on individual personnel problems.
- 3.06 District Administrators: Keeps them informed on progress of educational and student programs.
- 3.07 Parents, Community Groups, and Organizations: Keeps them informed on school's goals, objectives, programs, and activities. Calls for advice and counsel on community needs, and calls on them for volunteer services and special community resources.
- 3.08 District School Board: Meets with them when requested.
- 3.09 Director, Business Services: Calls on director and staff for needed services.
- 3.10 State Department of Education program supervisors of GED instruction and juvenile detention instruction: Coordinates programs to assure statutory compliance.
- 3.11 Discipline Services staff (including hearing officers): Coordinates placement of students on expulsion; coordinates enrollment of students in the Diversion program by attending discipline hearings.

4. Minimum Qualifications:

- 5.01 Licensure: Basic/Initial Administrator.
- 5.02 Experience: Three years secondary teaching and two years of secondary administrative experience.
- 5.03 Significant experience in an alternative school environment.

5. Term of Employment: 260 days.

6. Salary Level: Grade 9.

7. Working Conditions:

The position generally works in a climate controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for

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meetings, and activities, that may occur in the evening or on weekends. High level of contact with district personnel, students, parents, and outside agencies/community.

9. Physical Requirements:
 Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Salem-Keizer School District is an equal opportunity employer.

Position: Principal, Secondary Alternative Programs

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____