
Position:	Principal, Community Day School	FLSA:	Exempt
Department/Site:	Alternative Education	Salary Grade:	
Reports to/Evaluated by:	Assistant Superintendent, Educational Services	Salary Schedule:	Certificated Management Salary Schedule

SUMMARY

To provide leadership, supervisory, administrative and instructional skills and services in the coordination and implementation of the Community Day School program.

DISTINGUISHING CAREER FEATURES

Under the direction of the Administrator, Educational Services, this position is responsible for leading the CUSD Community Day School program in achievement of its mission and goals. The position oversees the day-to-day operations of the program, including maintaining the student enrollment process, daily attendance, and acting as an advocate for all students enrolled in grades 4-6, 7-8, and 9-12 programs. The Principal works closely with other alternative education leaders and staff to meet the needs of all at-risk students. This position requires someone with a strong background in classroom curriculum and instruction, skills in interpreting student achievement data, strong leadership and interpersonal skills, and the ability to work on multiple tasks at one time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assigns students to the Community Day School program.
- Develops programs and objectives with individual students and their parent/guardians.
- Recruits, assigns, evaluates, and coordinates full-time and part-time alternative education staff.
- Acts as a resource person to suggest activities and materials for use by Community Day School instructors.
- Insures proper reporting and maintenance of files, monthly attendance reports, and pupil records.
- Develops and administers the site budget, APU rosters, categorical funds, and other funding sources.
- Acts as a resource person to other alternative education programs in the District.
- Serves as a resource person for elementary, intermediate, and high school administrators in working with at-risk alternative education pupils.
- Attends conferences and meetings as necessary to remain abreast of alternative education programs.
- Works with the Administrator, Educational Services in hiring qualified staff.

- Assumes responsibility for the discipline and attendance the Community Day School students.
- Develops Response to Intervention (RtI) strategies for both academic and behavioral needs of alternative education pupils.
- Plans and carries out a systematic course of professional development activities for all Community Day School staff.
- Works with others to design and implement the master schedule to benefit the needs of all Community Day School pupils.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Must have knowledge of standards-based curriculum at all levels and an understanding about the use of data to improve student achievement. Must be able to lead people in achieving common goals and objectives. Should have had previous experiences and demonstrated success in working with at-risk students.

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to integrate a variety of support functions. Must be an excellent problem-solver, mediator, and facilitator. Must be able to multi-task.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Must be able to stand for long periods during supervision periods. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large and small audiences, personal interactions, and telephone conversations.

Education and Experience: Requires a master's degree and three to five years experience as a site administrator. Experience in Alternative Education preferred.

Licenses and Certificates: Requires a valid California Administrative Services Credential. Must possess a valid California Driver's License.