
Position:	Principal, Online School	FLSA:	Exempt
Department/Site:	Clovis Online School	Salary Schedule:	Certificated Administrative Management
Reports to/Evaluated by:	Assistant Superintendent, Educational Services		

SUMMARY

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

DISTINGUISHING CAREER FEATURES

Under the direction of the Assistant Superintendent, Educational Services, this position is responsible for leading the Clovis Online 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 7-12 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 online 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. Knowledge of online curriculum and technology skills is recommended.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assigns students to the program.
- Develops programs and objectives with individual students and their parents/guardians.
- Recruits, assigns, evaluates and coordinates full-time and part-time online education staff.
- Acts as a resource person to suggest activities and materials for use by 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 intermediate and high school administrators in working with online curriculum and at-risk alternative education pupils.
- Attends conferences and meetings as necessary to remain abreast of alternative education programs.
- Works with Assistant Superintendent, Educational Services in hiring qualified staff.
- Assumes responsibility for the discipline and attendance of 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 staff.
- Works with others to design and implement the master schedule to benefit the needs of all pupils.
- Assist in developing and writing the Clovis Online School LCAP plan.
- Assist in training of online curriculum for the comprehensive sites and summer school programs.
- 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, online learning and independent learning environments.

Abilities: Must be an excellent problem-solver, mediator, and facilitator. Should be able to multi-task.

Physical Abilities: Must be able to execute daily duties on the computer and be able to monitor classrooms.

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.