

Farmersville Unified School District

JOB TITLE: PRINCIPAL OF ALTERNATIVE EDUCATION

JOB DESCRIPTION

DEFINITION

Under the direction of the District Superintendent and in cooperation with the school principals and District administrative staff, is responsible to promote the educational development of students involved in alternative education programs.

ESSENTIAL JOB FUNCTIONS

- Plans, develops, organizes, conducts, and supervises a program of alternative education (to include teenage parenting, continuing education, adult education, independent study, and CBET).
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Is responsible for direction of assigned staff in the instructional program
- Promotes professional growth of assigned staff
- Assumes responsibility for the enrollment, attendance, conduct, and health of students
- Directs necessary activities to support the educational program
- Inspects the facility, corrects, and/or reports to proper authorities any defect or inadequacy of facility or equipment affective provisions of health and safety
- Maintains accurate records for legal compliance
- Is responsible for preparation and management of program budgets
- Works with community groups, local agencies, and other related agencies
- Assists in recruiting, screening, hiring, training, assigning professional and paraprofessional staff
- Conducts meetings of the staff as necessary for the proper functioning of the school
- Budgets school time to provide for the efficient conduct of school instruction and business
- Assists in administration of standardized tests and interprets the results to students, faculty, parents, and Board.
- Conducts an extensive publicity campaign to meet the educational needs of the community informing citizens of educational opportunities in adult education
- All other related duties, as assigned
- Is responsible for evaluation of staff members

QUALIFICATIONS

- Valid State Credential authorizing teaching
- Credential authorizing administrative services or ability to earn
- M.A. degree desirable
- Knowledge of secondary curriculum
- Previous teaching and/or administrative experience, preferably at secondary level

ABILITY TO

- Plan, coordinate, evaluation and implement projects, special programs and curriculum
- Interpret and apply policies, law, regulations, rules and procedures
- Establish and maintain effective working relationships with those contracted in the course of work
- Operate a computer and effectively use word processing programs and spread sheets.

BOARD APPROVED: April 13, 1999
REVISED: April, 25, 2008