

COMPTON UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT

POSITION DESCRIPTION

Title:	Principal – Adult School	Reports To:	Sr. Director Educational Services
Department:	Secondary Educational Services	Classification:	Management
FLSA:	Exempt	Work Year	Twelve (12) Months/223 work days
		Salary:	Schedule P, Range 7

I. DESCRIPTION OF POSITION

Under the direction of the Sr. Director of Secondary Educational Services, the adult school principal administers an adult school and satellite sites, serves as the instructional leader for the professional and para-professional staff assigned to the sites and is responsible for management of all aspects of the school's operation, including: educational programming, supervision of all instruction, supervision and evaluation of certificated and classified employees, communication with the school community, supervision of school in-service programs, compliance with all federal, state and district laws, regulations, policies and requirements, and other related work as required.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Serves as administrative and instructional leader of the school.
- B. Provides for continuous supervision and evaluation of the prescribed instructional program.
- C. Supervises the establishment of the school master schedule and the assignment of teachers.
- D. Provides orientation and in-service training for professional and classified staff.
- E. Interprets school programs to the community and directs and supervises both certificated and classified personnel assigned to the site.
- F. Is responsible during school hours and school functions for the health, safety, welfare and morale of all personnel and students.
- G. Consults with teachers, and students regarding pupil progress, welfare, discipline and attendance.
- H. Coordinates the development, selection or procurement of instructional materials and equipment.
- I. Coordinates essential auxiliary services, such as health, recreation, food services, transportation and maintenance.
- J. Directs the appropriate organization of student body activities and establishes liaison with appropriate agencies and interest groups.
- K. Prepares and submits preliminary budget requests and administers program budgets.
- L. Implements the district's comprehensive evaluation program for certificated and classified personnel.
- M. Develops and maintains effective public and community relations programs and interprets the school program to the community.
- N. Implements and evaluates student behavior management programs.
- O. Maintains a proper school environment for students and employees.
- P. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- Q. Fulfills other duties as assigned.

III. EDUCATION AND EXPERIENCE

- A. Possession of a valid California clear multiple subject, single subject or full time adult designated subject teaching credential
- B. Possession and maintenance of a valid California administrative credential
- C. Master's Degree from an accredited institution of higher learning, preferably in secondary education, administration or a closely related field
- D. Five years of successful full time teaching experience
- E. Secondary Principal experience desirable
- F. Two years assistant principal experience at the secondary level

- G. Current CPR/First Aid Certificate
- H. Bilingual ability desirable.

IV. KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- A. Administration of an adult school.
- B. State and local curriculum requirements.
- C. Budget preparation and control.
- D. District organization, operations, policies and objectives.
- E. Current applicable laws, regulations, codes, policies and procedures.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

Ability to:

- A. Plan, organize and direct the operations, plant and personnel of an assigned school.
- B. Interpret, apply and explain rules, regulations, policies and procedures.
- C. Analyze situations accurately and adopt an effective course of action.
- D. Work cooperatively and effectively with counselors, teachers and administrators.
- E. Prepare comprehensive narrative and statistical reports.
- F. Supervise the performance of assigned staff.
- G. Meet schedules and timelines.
- H. Work independently with minimal direction.
- I. Plan and organize work.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use a computer.

V. WORKING CONDITIONS

Environment:

School sites

Physical abilities:

Hearing and speaking to exchange information and make presentations

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, gender, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.