

Position Title:

Principal, Independent Study and Virtual School (Davis School for Independent Study Principal)

Salary Range:

Junior High School Principal

Basic Function:

Serves as educational leader and general administrator of K-12 Independent Study and all its various programs (homeschool, hybrid independent study, virtual/online school). Responsible and accountable for the direction and effective performance of certificated and non-certificated personnel serving the school on a permanent, part-time and/or temporary basis. Through line organization procedures and management organization channels, participates in recommending district policies and regulations to the Superintendent.

Essential Functions:

1. Provides leadership to the school staff in interpreting district policies, defines and clarifies goals, and stimulates high levels of job performance.
2. Administers rules, regulations, policies, and procedures that comply with the California Education Code, Title V Administrative Code, and other regulatory documents that pertain to the operation of the various Independent Study Schools.
3. Is responsible for the management of all other administrative processes relative to the operation of the Independent Study Schools, including the supervision of student records; establishment and implementation of emergency procedures; assessment of staff needs to provide optimum services; selection, motivation, and supervision of personnel; development and implementation of employee and student bulletins and schedules; management of employee/employer contract; supervision of record keeping (attendance, time cards, purchase orders, invoices, accident reports, etc.), and coordination of student services provided by community agencies.
4. Manages program resources, including revenue expenditures, personnel evaluations, supplies, textbooks, and equipment inventories.
5. Plans, directs, and evaluates the instructional program of the school, including responsibility for implementing the district's curriculum in accordance with the needs of the school.
6. Is responsible for teacher supervision, including classroom visitation and observation of teaching strategies.
7. Evaluates probationary and permanent (classified and certificated) personnel on a continuous and self-improvement basis.
8. Prepares and submits reports required for management of the district.
9. Develops and implements plans for student conduct and attendance, including initiating and attending hearings on these matters.
10. Ensures proper maintenance, operation, and safety of the school plant and site.
11. Develops and maintains schedule of students assigned to Independent Study, and assigns staff to incoming students.

12. Cooperates with representatives of public and private agencies such as police departments, sheriff's offices, probation and welfare departments, courts, and youth opportunity centers in providing information on students; and does pre-screening of pupils for possible referral to other appropriate service agencies.
13. Provides constant communication with all other district site staff regarding transition of students entering and exiting the Independent Study Program.
14. Provides parent workshops/contacts to assist parents with strategies to help their sons/daughters stay in school and educational programs.
15. Designs and develops a program specifically targeting the needs of Independent Study students.
16. Develops, implements, and maintains an effective multifaceted curricular approach to meet the needs of students enrolled in Independent Study.
17. Works cooperatively with school site staffs to identify, follow-up, and adequately serve Independent Study students.
18. Works cooperatively with district personnel on curriculum development, evaluation, and other programs; follows through with scheduled meetings with all segments of school population to interface programs; and maintains effective communication with the media.
19. Develops and implements a multifaceted assessment program to measure student progress, achievement, attendance, and improved behavior.
20. Provides in service opportunities for staff to keep abreast of trends, practices, policies, and procedures related to reducing the number of students who are dropping out of Independent Study.
21. Plans and directs outreach and recruitment for students to encourage participation in Independent Study.
22. Provides regular reports to district staff regarding the progress of the program activities aimed at dropout prevention.
23. Performs other duties as directed and required.

Knowledge and Abilities

- Demonstrates a philosophical commitment to alternative education.
- Demonstrates effective written and oral communication skills.
- Demonstrates leadership and an ability to implement virtual and hybrid models.
- Demonstrates the ability to self-reflect in order to improve personal practice, as well as to lead a parallel reflective process with staff.
- Demonstrate a strong understanding of student-centered instruction and systemic supports required to continually improve student achievement.
- Demonstrates strong critical thinking and problem-solving skills.
- Demonstrates knowledge and competencies in Standard Based Education with a commitment to implementation and continued enhancement.
- Demonstrates knowledge of and skills in the components of effective instructional processes.
- Demonstrates collaborative leadership and team building, distributes leadership among administrators, teachers, staff, parents, students & community members.
- Demonstrates knowledge and competencies in staff supervision and evaluation through a clinical supervision model.
- Demonstrates evidence of positive community relation skills as it relates to communicating with a diverse population.
- Demonstrates ability to build partnerships and community support.
- Demonstrates commitment to, knowledge of, and competencies in inclusion of all students.
- Demonstrates self-motivation and ability to complete tasks as assigned and required of the position.
- Demonstrates ability to institute and maintain a systematic policy and process for student discipline and management of the learning environment.
- Demonstrates ability to work as an integral part of the District Administrative Team.

- Demonstrates flexibility in order to work effectively in a small non-traditional school environment.

Education Required:

A master's degree from an approved institution is preferred. Preference will be given to persons who have training and experience in working with independent study and alternative programs.

Experience Required:

A minimum of five years of certificated experience in private or public K-adult schools, or any combination of these, working with youth and parents utilizing technology that enhances interpersonal communications and self-understanding. Must have demonstrated leadership and organizational skills in communication, writing, and working with alternative education, and knowledge of the myriad of school/community program and resources, including local alternative education programs that are available to respond to the differential needs and unique learning styles of students.

Credentials/Authorizations/Licenses Required:

Possession of both the standard teaching credential and a standard administrative credential or credentials of equivalent authorization issued by the California Commission on Teacher Credentialing is required.