



## Secondary Alternative School - Principal

### **JOB DESCRIPTION**

The Secondary Alternative School Principal provides instructional leadership through planning, organizing, directing, supervising and evaluating the instructional program and personnel. Also assumes managerial responsibility for operation of program, personnel and facilities.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Master's degree with Principal or mid-management certification
- At least three (3) years experience in education

### **DUTIES AND RESPONSIBILITIES**

1. Establishes with the faculty the goals and objectives of the instructional program in accordance with school board policy and in keeping with the stated philosophy of the program and district
2. Develops the instructional program schedule
3. Promotes staff and program development through in-service training
4. Develops with staff the mission and campus plan of action based on identified needs and program outcomes
5. Develops an organizational pattern which provides for adapting the instructional program, practices and structures to the needs of individual students in an atmosphere conducive to learning
6. Communicates and promotes high expectation levels for staff and student performance in an enabling, supportive way
7. Promotes high standards of scholastic achievement, citizenship and attendance
8. Coordinates the supervision of safety drills
9. Maintains a system of permanent records of all students
10. Develops (as necessary), maintains, and utilizes appropriate information systems and records necessary for attainment of the school's mission and overall school efforts
11. Selects the best possible personnel qualified to perform effectively in the position to which they may be assigned
12. Evaluates instructional personnel within the guidelines and policies adopted by the school board
13. Submits to the Director of Pupil Services recommendations regarding the assignment, retention on or dismissal of all personnel assigned to the school
14. Coordinates the selection and assignment of substitute teachers
15. Coordinates the supervision of the guidance and counseling services
16. Supervises all administrative and office procedures
17. Develops the school budget
18. Develops an organizational schedule and assigns facilities for students and staff
19. Prepares or supervises the preparation of reports required by local, state or federal agencies
20. Supervises the maintenance of all internal financial accounts and records
21. Supervises the maintenance of school facilities, and the submission of requisitions for supplies and equipment
22. Carries out policies of the school board as directed by the superintendent
23. Promotes a positive school climate through a positive discipline management system
24. Insures that school rules are uniformly observed and that consequences of misconduct are applied equitably to all students
25. Communicates to students, staff, and parents school guidelines for student conduct
26. Encourages plans for improved student behavior that reflect enhanced opportunities for learning

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27. Strives to improve leadership skills through self-initiated professional development activities, i.e., professional reading, attending conferences, participating in training programs
28. Conducts oneself in a professional, ethical manner, in accordance with generally accepted community standards; complies with TEA code of ethics
29. Articulates the school mission to the community and solicits their support in making that mission become a reality
30. Demonstrates awareness of school/community needs and initiates activities to meet those identified needs
31. Coordinates with each secondary school all ARD's as required by TEA and federal guidelines
32. Coordinates with each secondary school all exit conferences for transition of students back to the regular campus
33. Coordinates with Director of Pupil Services all intake conferences as required by the Director of Pupil Services
34. Performs other duties as assigned

**MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PE5**

**NUMBER OF DAYS: 216**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

Revised  
12/2/07