



WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

(Draft: Pending Board Approval)

TITLE: Principal – Alternative Education Programs

DEFINITION:

Under the direction of the Superintendent or Superintendent's designee, the Alternative Education Principal serves as the chief administrator and educational leader responsible for North Bay Met Academy, Windsor Oaks Academy, and overall operation of alternative education in Windsor Unified School District, including home and hospital programs. The Principal provides leadership in implementing and evaluating curriculum and instructional strategies, participates in staff, student and community activities, directs, evaluates and supervises classified and certificated staff, and assumes responsibility for the implementation and monitoring of state and federal law, board policies and administrative regulations.

North Bay Met Academy: In the Fall of 2018, California approved North Bay Met Academy (NBMA) as a new school in the Windsor Unified School District. NBMA is a Big Picture Learning school and an independent study school of choice.

Windsor Oaks Academy: In Spring 2020, Windsor Oaks Academy transitioned to both a Big Picture Learning school and a Competency Based Learning school. As the district's long standing continuation school, Windsor Oaks Academy has been reimaged and now emphasizes student learning based on mastery instead of seat time.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed below.

- Assures the health, safety and welfare of all students
- Provides leadership in implementing and evaluating curriculum and instructional strategies
- Directs, coordinates, implements and evaluates programs in accordance with state and federal laws, District regulations and other specially funded program requirements
- Provides leadership in the development of educational policies and goals for the school
- Builds a positive school environment based on active participation, shared decision making and positive communication
- Develops and fosters a program of public relations in order to further community understanding and support of the educational program
- Meets with parents regarding specific school and student issues
- Meets and confers with a variety of groups and individuals, including parents, District personnel, courts, law enforcement officials and other authorities regarding students and educational programs

- Recommends to the Superintendent improvements to educational practices and needs of the school
- Develops and implements a plan for the on-going collection, dissemination and analysis of data related to student learning
- Oversees the discipline and attendance programs of the alternative education programs
- Oversees and directs the student activities and athletic programs of the school
- Oversees the collection of data and preparation of all school level mandated reports to state and federal agencies
- Reports to appropriate District office personnel regarding the needs of the school with respect to personnel, business or instructional matters
- Participates in interviews and makes recommendations for employment of certificated and classified personnel at the school level
- Administers the first level of grievance procedure for all site personnel
- Exercises decisive leadership in crisis and difficult situations in accordance with board policies and administrative regulations
- Oversees the assignment of certificated and classified personnel
- Provides leadership for a system of participatory school governance
- Supervises and evaluates the performance of certificated and classified staff in accordance with state regulations and collective bargaining agreements
- Meets with department faculty to evaluate and recommend curriculum improvements
- Exercises oversight of the maintenance of the buildings and grounds
- Monitors use of facilities by non-school groups
- Assigns rooms and facilities for the school programs, adult education and evening classes
- Supervises student government and class organizations
- Oversees all site level budgets and works closely with District office personnel to implement the fiscal aspects of school programs
- Organizes and supervises athletic contests and other student activities
- Assumes responsibility for the development and implementation of the master class/course schedule
- Ensures a smooth transition for students beyond their current campus environment
- Develops and implements a comprehensive professional development program for certificated and classified staff in order to promote a more effective educational program
- Recommends employee discipline, reassignment, or termination action as appropriate
- Identifies and encourages teachers with leadership potential
- Maintains confidentiality and engenders trust
- Performs other duties as assigned by the Superintendent or designee

REQUIRED QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Current educational laws that relate to administering alternative education campuses
- The latest research on pertinent educational topics
- Site level fiscal practices
- Educational practices that are consistent with the developmental characteristics of adolescents

- The tenets of Big Picture Learning:
 - Learning in the real world - Supporting the concept of “leaving to learn” by facilitating student involvement with Learning Through Interests (LTI).
 - Personalization - Focusing the schools’ efforts on personalization and holistically developed Individual Learning Plan (ILP).
 - Authentic assessment - Using real world standards in academic coursework, LTI, and academic projects.
 - School organization - Advocating for positive school culture and creative use of time, people, facilities/space, and other resources.
 - Advisory structure - Developing advisory relationships as the core organization and relational structure.
 - School culture - Encouraging and expanding the philosophy valuing trust, respect and equality between and among students and adults.
 - School leadership - Developing collaborative leadership practices to nurture a pervasive sense of shared ownership.
 - Parent and family engagement - Making parents feel welcome and valued at the school.
 - College preparation and support - Supporting the school’s deep faith and dedication that a college education is an opportunity for all students.
 - Professional Development - Supporting the school’s dedication to lifelong learning for everyone.

ABILITY TO:

- Define problems, collect data, establish facts and draw valid conclusions
- Execute all policies of the Board of Trustees that relate to the school
- Interpret and apply the classified and certificated employees’ collective bargaining agreements
- Prepare and manage site budget
- Serve as a member of the District’s Leadership Team
- Work with community and social agencies regarding the needs of students
- Plan and coordinate special programs and activities for parents
- Foster healthy relationships with community volunteers
- Provide information to the news media concerning special programs, awards and activities of the school
- Participate in community programs and events to enhance school-community relations

EXPERIENCE AND EDUCATION:

EXPERIENCE:

- Three years of successful secondary teaching experience, including alternative education
- Three years of administrative experience, or commensurate leadership experience

REQUIRED EDUCATION:

- Master’s Degree from an accredited college or university
- Bachelor’s Degree from an accredited college or university
- Valid California Teaching Credential
- Valid California Administrative Credential

DESIRABLE QUALIFICATIONS:

- On-going contribution to the field of education through research, university teaching, authored publications, professional presentations and membership in professional organizations
- Bilingual/Biliterate in English and Spanish

SALARY AND BENEFITS:

Base salary for Principal of Alternative Education Programs ranges from \$97,150 to \$112,649. This position includes stipends for advanced degrees, cell phone allowance, and a generous comprehensive benefits plan including dental and vision plans, a defined benefit pension plan, disability, life insurance, and flexible spending account options.

NONDISCRIMINATION IN EMPLOYMENT:

Windsor Unified School District is determined to provide district employees and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or association with a person or group with one or more of these actual or perceived characteristics. For more information about the District's non-discrimination policy, please review Board Policy 4030.

BOARD APPROVAL:

First Reading: Pending Board Approval

Second Reading:

Board Approval: