

**PRINCIPAL, CONTINUATION HIGH SCHOOL**

## **PRINCIPAL, CONTINUATION HIGH SCHOOL**

and inventory of materials, equipment, buildings and grounds.

Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.

Direct the preparation and maintenance of a variety of County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement,

## **PRINCIPAL, CONTINUATION HIGH SCHOOL**

Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

### **EDUCATION AND EXPERIENCE:**

#### **Professional:**

Required Master's degree in education, public administration, or related field and five years professional experience in a public school setting, including two years as an Assistant Principal in a school district.

#### **Personal:**

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### **CREDENTIAL**

Must hold a valid Clear Administrative Services Credential.

Must possess a valid California Driver's License.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office/classroom/outdoor environment.  
Driving a vehicle to conduct work.  
Variable hours.

#### **HAZARDS:**

Dissatisfied or abusive individuals.