

# AMADOR COUNTY UNIFIED SCHOOL DISTRICT PRINCIPAL, EDUCATIONAL OPTIONS PROGRAM

## BRIEF DESCRIPTION OF POSITION

The Principal is directly responsible for the instructional program, and for the administration, management, and operation of all Educational Options Program (Alternative Education, Community Court and Adult Education Programs).

## MAJOR DUTIES AND RESPONSIBILITIES

1. Implements the District-approved program of instruction in accordance with the needs of all Educational Options students.
2. Participates in and makes recommendations regarding the selection and assignment of all Educational Options personnel.
3. Assists, supervises and evaluates all Educational Options personnel.
4. Assumes responsibility for a healthful environment and safe school facilities.
5. Interprets the school and District programs, policies, and procedures to students and staff, parents, and community.
6. Maintains accurate records and prepares reports.
7. Develops and implements school schedules and assigns all students to classes.
8. Plans, supervises, and directs all student activities.
9. Assumes responsibility for a total school atmosphere that is conducive to optimum growth and learning.
10. Prepares school budget requests and administers the expenditure of funds.
11. Responsible for personal and professional growth.
12. Participates in the development of District policies as a member of the administrative team.
13. Participates in the ongoing development and evaluation of the District's instructional program.
14. Implements effective guidance services for all students.
15. Assigns staff members and delegates the necessary authority to assist in the management and operation of the Educational Options Program.
16. Implements a program of community relations as a means of interpreting and furthering school programs through parent organizations and other community organizations.
17. Organizes summer school program for Educational Options Personnel.
18. Performs other duties as assigned.

Board Approved May 9, 2012

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**AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
PRINCIPAL, EDUCATIONAL OPTIONS PROGRAM**

**SUPERVISION EXERCISED OR RECEIVED**

Under direct supervision of Superintendent. Supervises all certificated personnel and those classified personnel directly assigned to the Educational Options Program sites.

**MINIMUM QUALIFICATIONS**

1. Credential: Valid California credential authorizing services as an administrator at the secondary school level.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspects of school administration with emphasis on secondary school administration and curriculum development required.
3. Experience: Successful teaching and administrative.
4. TB test clearance, Criminal Justice Fingerprint Clearance.