

**JOB TITLE:**           **PRINCIPAL, DONALD E. LONG SCHOOL**

**REPORTS TO:**       Director, Alternative Schools

**POSITION PURPOSE:**

Coordinate activities, supervise staff and resources to meet needs of assigned programs

**NATURE & SCOPE:**

This position is subject to board policies, administrative rules and procedures, department regulations and applicable state and federal statutes. This position carries specific administrative authority to effect the responsibilities in the job description. All commitments outside of authorized programs and service are subject to prior approval by the supervisor of this position.

**ESSENTIAL JOB FUNCTIONS:**

1.     Supervise the Donald E. Long School
2.     Supervise MESD staff at Turnaround School
3.     Supervise the OYA/Transition classroom
4.     Assist the Director, Alternative Schools, in the administration of rules, regulations, and procedures with the policy structure of the MESD for the operation of that section(s)
5.     Supervise, evaluate, and provide inservice training and professional development for all licensed and classified personnel assigned to programs
6.     Provide instructional supervision to staff in planning academic and behavioral programs for individual children
7.     Develop and evaluate annual school improvement efforts and staff development plans aligned with state school reform efforts, the MESD superintendent's goals, and the Alternative Ed Department
8.     Provide leadership and serve as a resource to the OYA regional facilities in the areas of curriculum alignment, workplace readiness, interpersonal relationships, and service learning, offering assistance in school program implementation and evaluation

9. Serve on the Parole Transition Team for returning students to schools in the community from state training schools
10. Monitor and evaluate each school site's education program and services
11. Supervise and evaluate licensed and classified personnel assigned to alternative programs, and to coordinate instruction programs
12. Conduct staff meetings at each program
13. Participate in meetings and activities related to the Juvenile Justice Department, the Oregon Youth Authority, Caring Community, Oregon Department of Education, other partners, and social service agencies
14. Develop, submit, implement, and monitor budgets according to established guidelines and priorities, and to pursue grants and contracts supportive of alternative programs and local district needs
15. Provide leadership by presenting at local, state, and national conferences, serving on task forces, and hosting delegations of educators
16. Provide technical assistance to the Regional Alternative Schools Consortium and to local district alternative programs regarding CIM development, portfolios, and alternative teaching strategies.
17. Build and maintain partnerships with local businesses and community resources, and to coordinate service learning projects at each school program site
18. Chair the Donald E. Long School and Turnaround School Advisory Committee, and the Donald E. Long School Site Council, involving each group in the school improvement process
19. Make recommendations to the Director, Alternative Schools, regarding selection, assignment, and other personnel matters relating to staff
20. Assist the Director, Alternative Schools, in the development of resolutions, and other projects

21. Participate in local and state activities related to high-risk youth, youth in close custody, violence prevention and intervention, and service learning
22. Maintain an official GED testing site and to act as chief test administrator

**OTHER JOB FUNCTIONS:**

1. Act as teacher as needed
2. Perform other job-related duties as necessary

**KNOWLEDGE & SKILLS:**

- Ability to objectively evaluate and document student learning, staff performance, and the achievement of program objectives

**EDUCATION & EXPERIENCE:**

Three years educational administrative or supervisory experience, valid Administrative License with vice principal, principal, administrator, or superintendent endorsement. Training and experience in alternative teaching strategies, learning styles, prescriptive teaching, behavior management and staff development Training or experience in writing, compiling, editing, organizing, and implementation of developmentally based academic and behavioral curriculum, experience in program evaluation, development and alignment of curriculum with state standards and school reform. Preference will be given to teaching, counseling, and /or administrative experience with at-risk youth, special education, and diverse student populations.

---

The statements contained herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods, or to otherwise balance the workload.