

JOB TITLE: **PRINCIPAL, HELENSVIEW HIGH 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 Helensview High School at the main site and within the community.
2. Supervise the Re-Entry School, Student Retention Project and School Attendance Initiative at each site.
3. 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)
4. Maintain the physical condition of multiple program facilities.
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. Provide regional leadership and serve as a resource to local districts and other agencies in the areas of school reform, service learning, youth development, empowerment, equity and self sufficiency and in alternative learning environments offering assistance in program implementation and evaluation.

8. Develop and evaluate annual school improvement and staff development plans aligned with State school reform efforts, the MESD Superintendent's Goals and the Alternative Education Department.
9. Monitor and evaluate each program's educational program's educational programs and services.
10. Responsible for supervision and evaluation of licensed and classified personnel assigned to alternative programs; responsible for coordination of instructional and school-to-work programs.
11. Conduct staff meetings at each program.
12. Conduct parent conferences as needed.
13. Develop, submit implement and monitor budgets according to established guidelines and priorities and to pursue grants and contracts supportive of programs and local district needs.
14. Provide leadership by presenting at local, state, and national conferences, serving on task forces, and hosting delegations of educators
15. Provide technical assistance to the Regional Alternative Schools Consortium and to local district alternative programs regarding CIM/CAM development.
16. Collaborate with community colleges, trade schools and local districts to create CAM opportunities for students, including on-site career experiences and community-based work experience.
17. Coordinate and supervise the Child Development Center at Helensview High School and to ensure compliance with the State Child Care Division Certification Guidelines.
18. Chair the Helensview Advisory Committee, the Helensview Site Council and The Student Retention Advisory Committee involving each in the school Improvement Process.

19. Serve on the steering committee for the Multnomah County Network on Pregnancy Prevention and Young Parenting, the State Task Force on Pregnancy Prevention, Parkrose Business Association, Mt. Hood Regional Education Consortium.
20. Make recommendations to the Director, Alternative Education, regarding selection, assignment, and other personnel matters relating to staff.
21. Assist the Director, Alternative Schools, in the development of resolutions, and other projects

OTHER JOB FUNCTIONS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- 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.