

SECTION I: GENERAL INFORMATION

Classification Title: Alternative Programs Principal	Department:	Unit: Principals
Immediate Supervisor: Superintendent	Grade Placement:	FLSA Status: Exempt
<p>Job Summary:</p> <p>Under the direction of the Superintendent, the Alternative Programs Principal is responsible for the daily operations and personnel engaged in instructional activities of the Saints Academy, including the 9-12 regular day program, Guided Studies, K-12 Summer Programs, Out of School Time Programming (targeted services), Saints Online, and co-responsibility for the middle level Core 87 program with Middle School administration.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serves as the educational leader and administrator alternative programs.
 - Oversees the development of alternative goals that meet the educational objectives established by the school district.
 - Develops and implements policies, programs, and oversees curriculum activities within areas of responsibility.
 - Plans for, recommends and administers alternative program budgets.
2. Develops a master schedule for the regular and summer school terms, independent study, Saints Online, Out of School Time programming and other offerings.
3. Oversees, manages and supervises building personnel.
 - Observes, directs, coordinates and evaluates instructional staff within the building. Conducts and prepares evaluation reports on certified staff in accordance with District guidelines and requirements.
 - Oversees staff development activities of alternative programs personnel.
 - Recruits, screens, interviews and hires all alternative programs personnel.
 - Plans, schedules and conducts staff meetings to provide information and to address and solve problems.
4. Monitors, reviews and documents that each student attending any alternative programs meets the eligibility requirements for participation have a CLP.
5. Provides faculty and staff with the necessary tools, materials, equipment and professional development to perform required job functions and duties. Develops, recommends and administers the annual budget for the building. Collaborates and works with district office personnel regarding maintenance of building records throughout the year.
6. Directs and oversees the implementation of building and district behavioral and discipline policies and procedures within the alternative program(s). Coordinates and supervises attendance procedures and processes for all programs.
7. Performs a variety of public relation functions within the District and serves as the primary spokesperson concerning alternative program issues and serves as a liaison between alternative program personnel, issues and District administration.
 - Confers with and/or mediates disputes between students, teachers, staff, parents and the public.
 - Promotes the school vision and goals with students, parents, greater community, staff and district office personnel using a variety of communication forms.
 - Attends and services on various community committees, groups or task forces as appropriate.

8. Collaborates and serves on district committees, task forces, and administrative meetings to address educational issues impacting the operations of the district and building.
9. Performs other duties of a comparable level or type, as required.
 - Keeps abreast of changing developments, trends, and technologies within the field.
 - Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge
 - Participates in staff development and professional development activities.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Master's Degree	
	High school diploma or GED.	Major field of study or degree emphasis: Educational administration or educational leadership	
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Current curriculum, instruction, and learning principles, concepts, theories, approaches, techniques and trends as well as State, federal and local requirements and standards. • Management theory, principles and techniques. • District administrative policies, procedures and standards. • Budget and financial operations, processes and procedures. • School laws, rules and regulations, including special education and due process. • Human relation concepts, principles and techniques. • Principles, techniques and best practices as it pertains to staff evaluation, coaching and staff development of certified and non-certified staff. • Fundamentals of curriculum development, research and evaluation principles. • School leadership model, concepts and principles. 	
x	2nd year graduate level		

Required Work Experience in Addition to Formal Education/Training:

Minimum of 3 years administrative experience supervising instructional programming and staff.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS:

	Titles of Positions Directly Supervised	# of Employees
1	Teachers	TBD
2	Administrative Support Personnel	TBD
3	Targeted Services Personnel	TBD
TOTAL		

LICENSE/ CERTIFICATION	Identify licenses/certification required: Valid MN driver's license. Teaching License and Principal Licensure (Administrative Licensure).
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**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Providing leadership, purpose and direction for groups and individuals, facilitating the development of a shared vision for all alternative programs, formulating goals and planning changes with the staff by setting priorities in terms of the community, the district, staff, and students in accordance with the school leadership model.
- Information collection, including gathering facts and data, seeking knowledge of policies, rules, laws, precedents and practices, managing data flow, and classifying and organizing information for decision making and monitoring of outcomes.
- Observing, evaluating, mentoring and supervising instructional personnel.
- Problem analysis and solving skills including analyzing information, framing issues and identifying causes, seeking additional information, framing and reframing possible solutions, demonstrating conceptual flexibility and assisting others in forming opinions.
- Organizational oversight, including scheduling work, using resources appropriately to meet goals, scheduling activity flow, monitoring procedures to regulate activities, as well as project deadlines.
- Planning, formulating and implementing programs, activities and services consistent with District directives and policies.
- Delegation of authority, including assigning tasks so that they can be accomplished in a timely and appropriate manner, utilizing subordinates appropriately, and follows up on work tasks.
- Ability to accommodate cognition and achievement differences.
- Public relation and communication functions, activities and programs.
- Excellent large and small group presentation skills.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs				x
Walk		x			Up to 25 lbs	x			
Sit			x		Up to 50 lbs	x			
Use hands to finger, handle or feel		x			Up to 100 lbs	x			
Reach with hands and arms		x			Over 100 lbs.	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl		x							
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Majority of time is spent walking and/or standing.

**HAZARDOUS WORKING
CONDITIONS**

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.



