



# RIALTO UNIFIED SCHOOL DISTRICT

## PRINCIPAL, CONTINUATION HIGH SCHOOL Job Description

### DEFINITION

To serve under the Superintendent of Schools and Area Directors as the chief executive officer of a continuation school with total responsibility to manage all affairs of that school, including general control and supervision of all certificated and classified employees assigned to serve in the school.

### ESSENTIAL DUTIES

- Provides leadership in curriculum, discipline, and student activities.
- Assists the staff in determining objectives, identifying school needs as a basis for developing long and short term range plans.
- Identifies, provides, assigns, and coordinates inservice growth opportunities for teaching personnel within the school.
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment of substandard performances, and identifies and encourages individual teachers with leadership potential.
- Plans, coordinates, and evaluates the total program of student services including areas of vocational education, guidance, and counseling.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
- Administers the collective bargaining contract for certificated and classified employees as they relate to personnel supervised.
- Serves as a District officer in communication between central administration and teachers and the classified employees in the school, and interprets and implements District policies in individual schools.
- Performs other duties as assigned by the Superintendent or Area Directors.

### SUPERVISION

Responsible to: Superintendent and Area Directors

Responsible for: All certificated and classified employees assigned to school site

### QUALIFICATIONS

#### Knowledge of:

#### Ability to:

#### Experience and Education:

- Master's Degree from an accredited college or university
- Possession of a valid California General of Secondary Administrative credential
- Possession of a valid CLAD Credential
- Minimum five (5) years of highly successful teaching or administrative experience
- Fingerprints on file as required by State law
- TB Skin Test as required by State law

### PHYSICAL DEMANDS

#### Physical class:

**Moderate Work** - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

#### Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to traverse campuses and sites of 10 to 40 acres which would include asphalt, grass on playgrounds and dirt.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours plus

|            |              |            |              |
|------------|--------------|------------|--------------|
| Standing:  | Occasionally | Carrying:  | Frequently   |
| Fingering: | Frequently   | Stooping:  | Occasionally |
| Kneeling:  | Occasionally | Bending:   | Frequently   |
| Sitting:   | Occasionally | Lifting:   | Frequently   |
| Driving:   | Occasionally | Reaching:  | Frequently   |
| Walking:   | Frequently   | Push/Pull: | Occasionally |
| Handling:  | Frequently   | Grasping:  | Frequently   |

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

**Frequent motion:**

|                              |              |                                |              |
|------------------------------|--------------|--------------------------------|--------------|
| Keyboarding:                 | Occasionally | Elbow flexion/extension:       | Frequently   |
| Twisting:                    | Frequently   | Forward should/neck flexion:   | Frequently   |
| Wrist flexion:               | Frequently   | Reaching below shoulder level: | Frequently   |
| Reaching above should level: | Occasionally | Reaching to shoulder level:    | Occasionally |

**Sensory requirements:**

|                   |            |                   |            |
|-------------------|------------|-------------------|------------|
| Ability to see:   | Constantly | Ability to hear:  | Constantly |
| Ability to talk:  | Constantly | Ability to smell: | Constantly |
| Ability to touch: | Constantly |                   |            |

**Must be able to deal with these environmental considerations:**

|  |                |                                 |               |
|--|----------------|---------------------------------|---------------|
| Heat:                                  | Yes            | Odor:                           | Yes           |
| Noise:                                 | Yes            | Humidity:                       | Yes           |
| Moisture:                              | Yes            | Fluorescent lights:             | Yes           |
| Working in close quarters with others: | Yes            | Floor may be slippery at times: | Yes           |
| Working inside:                        | 95% of the day | Working outside:                | 5% of the day |

**This job requires:**

|   |            |                       |            |
|---|------------|-----------------------|------------|
| Alertness:  | Constantly | Attention to detail:  | Constantly |
| Recall of names and dates:  | Yes        | The use of two hands: | Constantly |
| Ability to work in temperatures down to 40 degrees and up to 110 degrees. |            |                       |            |

**Ability to deal with psychological factors:**

|                                  |        |  |            |
|----------------------------------|--------|--|------------|
| Team work:                       | Yes    | Repetitive Tasks:                                  | Yes - High |
| Frustration:                     | Medium | Level of responsibility:                           | High       |
| Flexible:                        | Yes    | Must keep up with schedule:                        | High       |
| Able to work overtime as needed: | Yes    | Dealing with angry teachers, students and parents: | Medium     |

**Physiological factors:**

|   |     |
|---|-----|
| Have a high level of consciousness:                     | Yes |
| Orientation to time, place or person:                   | Yes |
| Ability to read at 12 <sup>th</sup> grade level:        | Yes |
| Ability to comprehend and follow directions:            | Yes |
| Able to keep up a high activity level during the shift: | Yes |

MT: 11/2010

**AN EQUAL OPPORTUNITY EMPLOYER  
 RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**