

CERTIFICATED

PRINCIPAL - SUNSET HIGH SCHOOL

Primary Function:	To be responsible for the overall leadership in the district continuation program.
Directly Responsible To:	Superintendent of Schools.
Directly Supervises:	Certificated and classified staff of Sunset High School.
Functional Responsibilities:	Assumes, responsibility for the instructional program, student guidance and counseling program, evaluation of student achievement, and student placement in the continuation program.

QUALIFICATIONS

1. Education:
 - A. Advanced degree with emphasis in pupil personnel services and administration.
 - B. Appropriate supervisory or administrative credential.
2. Experience:
 - A. At least five years of successful teaching and/or counseling experience.

APPOINTMENT

1. The candidate shall be selected by the Board of Trustees on the recommendation of the superintendent.
2. The candidate shall be selected from among a list a qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

OPERATIONAL RESPONSIBILITIES

The superintendent is authorized to develop a job description for the principal, Sunset High School, that will define specific areas of responsibility.

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The operational responsibilities of the principal of Sunset High School shall include but not be limited to the following. The principal:

1. Supervises the instructional program at Sunset High School.
2. Has responsibility for the preparation of the school preliminary budget and implementation of the necessary approved school budgets.
3. Evaluates certificated and classified personnel in the school.
4. Provides students with individual and group guidance in matters affecting their personal, social and educational adjustment.
5. Provides occupational guidance as per student need.
6. Assists students in securing employment and conducts an evaluation concerning each student's job effectiveness.
7. Conducts home visits and/or parent conferences in cases where a student is not succeeding in the instructional programs.
8. Serves as a member of the student placement committee for the Sunset High School program.
9. Compiles and submits the necessary reports as required by local and state law.
10. Performs other duties relating to continuation education as assigned by the Superintendent.