

PRINCIPAL - SUNSET HIGH SCHOOL

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.