



Job Title: **Diamond Ridge (Alternative) High School Principal**

Department: **Responsive Services**

Supervisor: **Director of Responsive Services**

Lane Placement: **Administrative Lane 4**

Schedule: **8 hrs/ 242 days** Evaluation Group: **CLASS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Diamond Ridge (Alternative) High School Principal is responsible for the administration and support of multiple education programs including Diamond Ridge High School (Alternative), Entrada Adult High School, the Safe School alternative program, and Canyons Community Education. Duties include serving as the principal of Diamond Ridge High School and Entrada Adult High School; coordinating with District and State departments and programs; hiring, supervising, and evaluating staff performance; implementing and maintaining alternative, adult, and community education student programs and services consistent with school board and district guidelines; implementing evidence-based strategies and programs designed to help at-risk students in removing barriers to high school completion; and assisting with District-wide initiatives to improve high school graduation rates. Communication and collaboration with District high schools, leadership, and community programs are essential. The principal will serve as a resource to the Canyons Board and other departments; must have detailed knowledge and understanding of supporting at-risk students, K-12 standards, Utah Adult Core Standards, and interventions to support progress towards graduation.

This position requires extensive knowledge and coordination of Alternative, ABE, AHSC, ESL, GED Programs, 21st Century programs, Utopia reporting, alternative and adult education policies and procedures, and a proven track record of successful state and federal grant writing.

ESSENTIAL FUNCTIONS

- Be an instructional leader for academic programs and professional development
- Have enthusiasm for working with at-risk students and families
- Initiate, develop, and strategically plan for interventions, community partnerships, and program growth of alternative and adult programs
- Develop strategic planning and procedures to forecast and provide for short and long-term growth in all areas of responsibility
- Have exceptional written, verbal, and presentation communication skills
- Hire, provide direction to, and evaluate licensed personnel and educational support professionals (ESP)
- Advertise, market, and promote adult education and community education programs
- Compile and publish community education/adult education catalogs
- Supervise site-based community education coordinators
- Develop and implement state and federal grants to support program(s) funding
- Oversee testing, intake, and supervision of alternative and adult education students
- Demonstrate excellent interpersonal skills and enthusiasm for working with adult students
- Supervise secretaries, aides, and other clerical staff
- Act as District liaison for alternative and adult education matters with other districts and the USBE
- Manage Skyward and Utopia data collection for state and federal reporting
- Develop and sustain partnerships with community and business partners to support transition activities for youth and adults

DIAMOND RIDGE (ALTERNATIVE) HIGH SCHOOL PRINCIPAL

- Represent Diamond Ridge and Entrada in local, regional, and statewide required trainings and activities
- Support evening and year-round student programming with required supervision
- Predictable and reliable attendance

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge, and experience requirements; the machines, tools, and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Being fingerprinted and clearing a criminal background check
- A Master's Degree from an accredited college or university
- A valid Professional Educator License for the State of Utah with a "License Area of Concentration of Administrative/Supervisory (K-12)"
- A minimum of three (3) years of School-based administrative experience preferred
- A minimum of three (3) years of experience with adult education programs preferred
- A minimum of three (3) years of experience with at-risk youth preferred
- A minimum of five (5) years of K-12 or higher education teaching experience preferred
- Ability to communicate calmly with clarity and sensitivity in all situations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to identify and resolve problems in a professional and timely manner
- Skills in negotiation and conflict resolution
- Outstanding organization and initiative
- A professional, courteous demeanor suitable for working at the executive level
- A valid driver's license

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all District policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019