

CLASS TITLE: DIRECTOR/ASSISTANT PRINCIPAL - Admissions, Attendance, and Compliance

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, the Director/Assistant Principal of Admissions, Attendance, and Compliance works collaboratively with the principal in promoting schoolwide leadership and promoting success for all students. The Director/Assistant Principal plans, organizes, controls and directs the programs, activities, and operations of Admissions, Attendance and Compliance Programs.

REPRESENTATIVE DUTIES:

Plan, organize, and direct the programs, activities, and operations of the Admissions, Attendance, and Compliance Department and manage attendance intervention programs for the school including Student Attendance Review Team (SART); responsible for attendance procedures, including direct activities to ensure compliance with established policies, procedures, rules, and regulations; and attendance projections

Serves as the primary contact between Homeless and/or Foster youth students, families, school staff, LEA personnel, shelter workers, and other service providers

Coordinate the programs, activities and compliance of the Health Office; promote health services and education for students and families. Direct activities to ensure compliance with established policies, procedures, rules, and regulations

Coordinate and lead the WASC accreditation and Charter Renewal processes

Plan, conduct, and direct student and family orientations; support new and returning students; provide technical support, information, and assistance regarding attendance reporting and enrollment; assist in the formulation and development of policies, procedures, and programs to aide in the transition to high school

Plan, conduct, and direct student outreach, recruitment and transition; organize student recruitment fairs, prospective new family presentations and tours

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned Attendance, Admissions, and Compliance Office activities and personnel; direct preparation of attendance reports and related data for reimbursement of funds

Prepare presentations and conduct faculty and other staff meetings utilizing technology

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend reassignment, termination, and disciplinary actions; supervise and evaluate the

Admissions, Attendance, and Compliance Office; supervise and evaluate assigned academic departments

Plan, organize, and provide input to PCHS academic budget planning to ensure that budget priorities (LCAP) are addressed; maintain, oversee, and submit budgets for related departments

Assure compliance with applicable laws and regulations; maintain programs to comply with State and federal laws, programs and LAUSD charter oversight

Oversee accountability for CalPads and CBEDS, including use of SIS computer system

Evaluate selected programs, facilities, curriculum, learning activities, materials, supplies, and teaching practices within assigned departments; approve supplies, materials, and texts used in programs

Communicate with counseling department, administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate and maintain contact with parents, districts and community agencies

Develop and prepare annual preliminary budgets for the Admissions, Attendance and Compliance Office and assigned academic departments, including all relevant subdivisions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations

Attend and conduct a variety of meetings as assigned; serve on assigned committees; serve as a representative at local and State meetings, conferences, and workshops

This an exempt position, which requires attendance at evening and weekend meetings and events throughout the year

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Admissions, Attendance, and Compliance Department, assigned departments, and all relevant subdivisions
- Applicable laws, codes, regulations, policies, and procedures related to Education in general and other assigned areas.
- Due process in terms of student/parent/teacher conflict resolution
- Policies, goals, and objectives of the Admissions, Attendance, and Compliance Department program
- Budget preparation and control

- Oral and written communication skills
- Principles and practices of administration, supervision, and training
- Interpersonal skills using tact, patience, and courtesy
- Operation of a computer and assigned software
- Understand and use methods of collecting and organizing data and information

ABILITY TO:

- Plan, organize, and direct the programs, activities, and operations of the Admissions, Attendance, and Compliance Department
- Assure compliance with applicable laws and regulations
- Assure fiscal stability of the Admissions, Attendance, and Compliance Department programs and all relevant subdivisions
- Provide instructional leadership
- Train and evaluate the performance of assigned certificated and classified staff
- Communicate effectively both orally and in writing
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment and software programs
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work independently with little direction
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain knowledge of current laws, regulations, and trends in the fields of Admissions, Attendance, and Compliance
- Provide opportunities for staff to develop and use skills in collaboration, leadership, and shared responsibility
- Promote equity, fairness, and respect among all students, staff and community members
- Attend and participate in student, staff, and school related functions
- Supervise students and spectators at athletic events and/or extra-curricular activities
- Create and support a positive and productive school climate for students, staff, parents, and community members
- Build a sense of teamwork, maintain high standards, demonstrate a positive attitude, and be relentless in the pursuit of excellence
- Demonstrate skills in decision-making, problem-solving, and conflict management
- Establish and maintain effective and cooperative relationships with management, other employees and persons contacted through the course of work; serve as part of the PCHS management team, maintaining effective and productive relationships with team members; take personal responsibility for decisions, actions and outcomes
- Maintain confidentiality
- Be visible on campus before, during, and after school
- Provide administrative oversight and supervision at IEP team meetings, as assigned

- Provide the first level of intervention in employee discipline
- Practice the proper professional use of email and other communications

EDUCATION AND EXPERIENCE:

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential

Valid California Driver's License

Valid Teaching Credential

Master's Degree Required

EXPERIENCE:

Any combination equivalent to:

Master's Degree in Education or related field

Five years of increasing leadership experience, including three years of teaching or working with students, preferably at the high school level

Site leadership experience

Work history demonstrating dependability, reliability, excellent attendance, and positive evaluations

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

PHYSICAL DEMANDS:

Sitting and standing for extended periods of time

Hearing and speaking to exchange information and make presentations

Dexterity of hands and fingers to operate a computer keyboard

Ability to read a variety of materials

Ability to lift and carry 30 pounds

Mobility

HAZARDS:

Contact with dissatisfied or abusive individuals

OTHER CONDITIONS OF CONTINUED EMPLOYMENT:

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Revised: 8/23

