

PALISADES CHARTER HIGH SCHOOL

CLASS TITLE: Administrative Director/Asst. Principal – Counseling and Academic Planning

BASIC FUNCTION:

Under the direction of the Executive Director/Principal, the Director/Assistant Principal of Planning and Guidance works collaboratively with the principal in providing schoolwide leadership and promoting the success of all students. This position assumes leadership and responsibility for planning, organizing, directing the programs, activities, and operations of the Counseling and Academic Planning Department including its subdivisions such as the Counseling Office, College Center, and Career Center.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, and direct the programs, activities and operations of the Counseling and Academic Planning Department, as well as the alternative programs subdivisions such as Pali Academy, Virtual Academy, Credit Recovery and Independent Study, and manage intervention programs for the school

Direct the counseling office and the functions of the counseling office; supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary action

Set and ensure compliance with standards/policies for teachers, counselors, and classified staff performance, including response times for student/parent inquiries, attendance procedures, meeting attendance, work hours, etc., for assigned departments and divisions

Design and coordinate master schedule and programming; direct, plan, and organize the issuance of transcripts; communicate and oversee communications with parents and mediate issues related to classroom instruction for assigned departments and create room assignments for faculty

Plan, organize, and direct communications and information to meet student needs and assure smooth and efficient Independent Study program operations; provide consultation and assistance to administrators and staff regarding the placement, education, and follow-up of students enrolled in the Independent Study program; follow up on individual cases, as needed

Maintain a variety of reports and files related to assigned activities. Maintain knowledge of current laws, regulations, and trends in the fields of counseling, guidance, planning and education; prepare comprehensive narrative and statistical reports; oversee counselor and SIS coordinator/SIS computer system for SST and 504s

Oversee the Work Experience Program in collaboration with faculty; and direct the college center and its staff to ensure proper support and guidance of matriculating students

Direct and support counseling staff, students, and teachers regarding grade appeals; plan, organize, and direct communications and information to meet student needs and ensure smooth and efficient academic counseling program operations; provide consultation and assistance to administrators and staff regarding the placement, education, and follow-up of students enrolled in PCHS programs; follow up on individual cases

Plan, conduct, and direct new student orientations in conjunction with the Attendance, Admissions, and Compliance administrator; support new students; provide technical expertise, information, and assistance to faculty and parents regarding assigned functions; assist in the formulation and development of policies, procedures, and programs to aide in the transition to high school

Coordinate and oversee Academic Decathlon

Communicate with administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; communicate and maintain contacts with parents, district, and community agencies. Serve on the Long-Term Strategic Planning Committee. Represent administration on school/board committees

Communicates regularly and works collaboratively with Administrative Director of Academic Achievement and Administrative Director of Student Services in developing programs and interventions to serve all students.

Develop and prepare a preliminary budget for assigned offices and departments, including all relevant subdivisions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; control and direct the department budget

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

Serves as the Section 504 administrator; providing support, training and consultation to staff coordinating Section 504 plans

Plan, organize, and direct Study Center operations, activities, and development functions in support of students; coordinate and direct operations and activities to provide students with equal access to educational opportunities

Evaluate certificated and classified staff as assigned

Supervise senior activities and coordinate meetings with the senior class moderator

Assists the Executive Director/Principal in carrying out other duties and responsibilities as directed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the Counseling and Academic Planning Department and other 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 Counseling and Academic Planning 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
- Understand and use methods of collecting and organizing data and information

ABILITY TO:

- Plan, organize, and direct the programs, activities, and operations of the Counseling and Academic Planning Department
- Assure compliance with applicable laws and regulations
- Assure fiscal stability of the Counseling and Academic Planning 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, 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 Counseling and Education
- Provide opportunities for staff to develop and use skills in collaboration, leadership, and shared responsibility
- Promote equity, fairness, and respect among all staff 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
- 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 and/or PPS Credential
- Master’s Degree Required

EXPERIENCE:

Any combination equivalent to:

- Seven years of increasing responsibility in the administration of educational programs, including three years of teaching or working directly with students, preferably at the high school level
- Site leadership experience
- Work history demonstrating dependability, reliability, excellent attendance, and positive evaluations
- Training beyond credential requirement in curriculum, supervision, methods and materials, organization, and administration.
- Work history demonstrating dependability, reliability, excellent attendance, and positive evaluations

WORK ENVIRONMENT:

Employees regularly work in an indoor office environment, a classroom environment, and occasionally, an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. The employee will work under typical office conditions which are moderately quiet, but will encounter a loud, noise level both indoors and outdoors, occasionally. The employee is subject to constant interruptions.

MENTAL DEMANDS:

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with school administrators, managers, staff, vendors, students, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

PHYSICAL DEMANDS:

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell. While performing the duties of this job, the employee is regularly required to sit; stand and walk; hear and speak to exchange information in a proficient manner in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee is occasionally required to bend, stoop, kneel, crouch or crawl, climb and balance. The employee must occasionally lift and/or move up to 50 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

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.