

# Union Public Schools Job Description

**Position Title:** Principal - Secondary Community Education  
**Department:** Teaching and Learning  
**Reports To:** Executive Director for Secondary Education

**FLSA Designation:** Exempt

**SUMMARY:** Develops, organizes and manages the day-to-day operations of the secondary community education program outlined below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Organizes and directs the development and implementation of a full secondary summer school program.
- Organizes and directs the development and implementation of a secondary night school program.
- Develops and implements remedial reading and math programs in conjunction with summer and night school.
- Organizes and directs the development and implementation of the after-school Driver's Education program and complete the Driver's Education report for the District.
- Organizes and directs the reading test program for driver's license certification Organize remediation for 8<sup>th</sup> grade students who do not pass test.
- Develops and implements training and education programs for adult education.
- Develops and implements a District-wide secondary tutoring program.
- Organizes and directs the Proficiency Based Testing Program (PBT) for secondary schools.
- Directs the Union Community Education ABE/GED programs at Union Public Schools and at other locations.
- Increases participation in ESL program for secondary students and adults.
- Performs other duties as assigned by the Coordinator of Community Education and/or Director of Secondary Curriculum.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Oversees and supervises staff for secondary programs outlined above. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Master's degree or equivalent; previous administrative experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Secondary Principal Certification required.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of the job, the employee is frequently required to sit.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.