

PRINCIPAL, CONTINUATION HIGH SCHOOL

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- _____ 13. Establishes and maintains cooperative relationships with parents and community groups.
- _____ 14. Is responsible for preparation of annual budget and for the control of budgeted funds.
- _____ 15. Prepares reports and correspondence, maintains records, visits classes, attends meetings, and performs other duties as needed to maintain instructional and operational program of school.
- _____ 16. Develops and recommends new programs to meet the needs of special populations, such as pregnant minors and Independent Study Program, and is responsible for implementation of such programs when approved.
- _____ 17. Responsible for coordinating, organizing, and implementing all student activities in the school.
- _____ 18. Interprets laws and codes as they apply to continuation school when requested by principals or other administrators. Maintain current knowledge of such laws and codes.

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