



## 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.

**UPE**

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