

Position: Junior / Senior High School Principal

Salary Schedule: Certificated Management

Responsible to: Superintendent

Summary:

The position of principal, under the direction of the Superintendent, serves as the chief administrator and instructional leader of the comprehensive 7-12 program. In addition to being responsible for maintaining an effective instructional program, the principal is responsible for the supervision of the certificated and classified staff, the school budget, student activity programs, and the school physical plant. The principal is also responsible for promoting positive parent and community relationships, maintaining close articulation with other district schools, and providing communication between the District and other educational and community partnerships.

Essential Duties:

(Instructional Program)

- Organize, supervise, implement, and evaluate all educational programs at the school site in accordance with district-wide goals, instructional priorities and NCLB standards and guidelines.
- Analyze student performance data and provide leadership in the planning and implementation of intervention programs in support of student academic growth as measured by California Standards Tests (CSTs), California High School Exit Exam (CAHSEE), and high school graduation rates to meet Annual Measureable Objectives (AMOs)
- Identify services and resources necessary to assist in the implementation of an effective educational program.
- Provide leadership in the development, revision and evaluation of the curriculum.
- Assume responsibility for own professional growth and development through membership and participation in professional organizations, attendance at conferences; stay current in educational trends through professional meetings and reading relevant journals and publications.
- Maintain close articulation with other district schools including elementary and alternative education.
- Develop and manage an effective pupil guidance and counseling program.
- Develop a master schedule of courses which prioritizes delivery of academic services for students and minimizes loss of instructional time for pullout and co-curricular programs.
- Maintain high standards of student conduct on the school campus, at school sponsored events, and enforce discipline as necessary, according due process to the rights of students.
- Confer with students, parents, and teachers to resolve individual student academic and behavioral issues or concerns.
- Serve on various District committees for improvement of curriculum instruction and other issues.

(Certificated and Classified Staff)

- Provide leadership and build consensus among staff by assessing school needs and determining objectives as the basis for developing long and short-range goals in alignment with district wide improvement goals.
- Provide leadership in the delivery of professional development based on assessed needs and analysis of student performance data; design program to further professional learning and growth for certificated, classified, and management staff.
- Interview, select, recommend for hire, evaluate and supervise certificated and classified personnel. Assign faculty and staff as appropriate to meet school objectives and District goals in accordance with established evaluation policies.
- Direct and participate in a planned program of classroom visitations and observations to improve learning and teaching in classrooms; document evidence of instructional practices at all levels of performance; recognize excellence and provide clear constructive course of action for improvement when appropriate; recommend discipline or termination action as needed.

- Meet regularly with staff to communicate on issues affecting the school, district, and community; and to collaborate on strategies to address issues when appropriate.

(Budget)

- Plan, develop and oversee the Single Plan for Student Achievement (Site Plan) in collaboration with the School Site Council, and insure associated categorical funds are allocated in accordance with state and federal regulations.
- Create and manage the school budget in a manner that provides appropriate resources for instructional needs, co-curricular programs, and related services.
- Implement the collective bargaining contracts for certificated and classified employees as they relate to personnel supervised.
- Utilize the WASC accreditation cycle, including the self-assessment process to establish priority areas for improvement.

(Student Activities/Co-Curricular Programs)

- Attend various student functions taking place during the school year.
- Oversee and support co-curricular programs, including but not limited to; student activities, fine arts, career-technical education, agricultural education, and athletics.

(Facilities/Operations)

- Develop a master calendar of class organization, student activities, and school operation.
- Supervise the student attendance program and procedures.
- Provide a safe and orderly environment for staff and students, and establish and maintain an effective learning climate in the school.
- Direct the maintenance of comprehensive and complex files pertaining to school personnel, student records, plant facilities, inventories, financial information, and contracts.
- Assume responsibility, in collaboration with the maintenance supervisor, for maintaining a safe school facility and for safety programs such as a comprehensive crisis response plan.
- Oversee the proper maintenance and care of all buildings, equipment, and campus grounds.
- Maintain a clean, safe, and healthy school environment.
- Assume responsibility for the implementation and observance of Board policies and regulations by the school's staff and students.

(Parent and Community Relationships)

- Consult with students, parents and staff as needed to provide a school climate suitable for learning.
- Establish a program of community relations to support and communicate the education goals to parents, community organizations, and the public.
- Establish, maintain and nurture successful working relationships with parents, community members, students, and school related outside agencies.

(Other)

- Performs other duties as assigned by the Superintendent

Knowledge of:

- Principles, theories, practices, methods and techniques used in curriculum development, classroom instruction, instructional supervision and student learning.
- Comprehensive organization, activities, supervision, goals and objectives appropriate for junior and senior High School.
- Principles, theories, practices, methods and techniques for counseling, guidance and discipline which promote appropriate student conduct and motivation for student learning.

- Human relations strategies, community relations strategies, conflict resolution strategies and team building techniques.
- School law administration and applicable sections of the State Education Code; Board and District policies; Principles and practices of administration, supervision and training; Labor relations law and the Collective Bargaining Agreements.
- No Child Left Behind Act, Adequate Yearly Progress, Academic Performance Index and related standardized testing requirements applicable to the secondary (grades 7-12) school setting.

Ability to:

- Communicate effectively both orally and in writing.
- Establish and maintain effective organizational and community relationships.
- Demonstrate effective instructional, organizational, and administrative leadership.
- Set school wide operational priorities and manage time effectively.
- Analyze problems, identify potential solutions and make appropriate and effective decisions.
- Work independently with little direction.
- Work effectively in a demanding environment with frequent interruptions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Work in a diverse socio-economic and multicultural community.
- Maintain consistent, punctual and regular attendance
- Effectively utilize technology, software, and other job-related equipment.
- Meet schedules and time lines.
- Retain composure during rare, potentially volatile, situations involving students and/or parents.
- Drive a personal vehicle to conduct business.

Physical Requirements:

- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to work at a desk and in meetings of various configurations.
- Ability to work indoors and outdoors in varying conditions of weather and temperature.
- Ability to bend, twist, stoop, and reach.

Education / Credential(s) and/or Other Licensure(s):

- Bachelor's degree required.
- Valid California Administrative Services Credential.
- Valid California driver's license.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire.

Experience:

Minimum five (5) years classroom experience; minimum two (2) years educational administrative experience.