



## *Parlier Unified School District*

900 Newmark Avenue  
Parlier, CA. 93648  
(559) 646-2731  
Fax (559) 888-0210

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**Position Title:** High School Principal

**Reports to:** Superintendent

**Salary:** \$102,235 - \$125,737

**Classification:** Certificated Management

**Work Year:** 220 Days

**Board Approved:** January 10, 1995

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### **PRIMARY FUNCTION:**

The High School Principal shall be under the supervision of the Superintendent and shall provide leadership for the instructional program, as well as coordinating the implementation, review, and revision of the curriculum. The Principal manages the operation and all functions of the grade 9 -12 high school. Supervises school staff regarding instruction, curriculum, student programs and issues, and building operations. Maintains active relationships with the community; maintains close articulation with other educational levels, and the District office. .

### **IMMEDIATE SUBORDINATES:**

Supervise and evaluate the certificated and classified personnel as assigned.

### **ASSIGNED RESPONSIBILITIES:**

1. Provides leadership for the development of instructional goals and objectives of the school, design and implementation of Single Plan for Student Achievement.
2. Establishes a learning climate which supports the Single Plan for Student Achievement.
3. Supervises and evaluates performance of assigned personnel in accordance with the district's adopted guidelines for evaluation and assessment.
4. Recommends corrective action in cases of substandard performance.
5. Provides clear and consistent direction characterized by openness, honesty, and fairness.
6. Available to staff, students, parents, and the community on a regular basis.
7. Contributes to the development of district programs and policies in consort with others.
8. Provides leadership for the development of in-service/staff development programs.
9. Involves appropriate personnel in the selection of staff.
10. Demonstrates effective personnel management practices.
11. Provides leadership for the establishment and maintenance of discipline standards.
12. Utilizes effective plant management practices.
13. Administers the school site budgets in accordance with district policy and procedure.
14. Assigns all students in such a way as to encourage their optimum growth.
15. Develops plans and organization structures for the school site.
16. Assesses the progress and needs of the students and acts appropriately on the findings.
17. Guides staff in the determination of long-range school plans, current goals and objectives, and the WASC process.
18. Participates in the development and implementation of district-approved curriculum, integrating it with the needs of the individual school.
19. Assists in screening and interviewing candidates. Recommends appointments and assignments of staff members.

20. Plans, organizes, and directs the business operations of the school site, including budgets, in accordance with district policies and procedures
21. Directs usage of site resources such as curriculum materials, instructional supplies, equipment, building, grounds, and volunteers.
22. Stays abreast of best practices; and continues to research to ensure instructional practices are innovative and adaptable to current educational needs
23. Communicates effectively with parents about programs, individual student progress, and parent participation. Leads the district's community relations programs at the site.
24. Services as district officer in management, certificated, and classified employee relations.
25. Communicates and interprets district policy to site staff.
26. Plans, coordinates, and reviews the work of resource teachers and support personnel.
27. Develops site specific practices and procedures for health, safety, and discipline within overall district guidelines.
28. Directs preparation of class schedules, cumulative records, and attendance reports.
29. Monitors the safety and security of the school building and property.
30. Attends and supervises school activities such as assemblies and sporting events.
31. Performs various duties of absent regular staff, both classified and certificated.
32. Attends school and district meetings.
33. Performs related duties as required.

### **QUALIFICATIONS:**

1. Ability to meet district standards for physical and mental health.
2. Evidence of good moral character.
3. Satisfactory recommendations from training supervisors or other professionals who have observed the candidate's personal characteristics and job-related performance.
4. Outstanding skills in problem-solving, critical-thinking, creativity and innovation
5. Excellent communication and interpersonal skills with the ability to engage and work closely with a wide range of stakeholders
6. Passion for working with students; ability to motivate and support students in reaching high levels of academic success
7. Ability to promote and engage with diversity, equity, and inclusion
8. Possess a thorough understanding of curriculum and learning theory; demonstrate a willingness to learn and remain current on educational research, best practices in instruction, curriculum and assessment
9. Ability to develop and implement educational innovations resulting from school and district designed needs assessments
10. Efficiently interpret, manage and utilize multiple sets of data to best support student progress
11. Strong computer and technology skills
12. Ability to develop programs conducive to maximizing staff and student growth
13. Such alternatives to the above qualifications as the District may find appropriate and acceptable
14. Bilingual skills - Spanish/English (desirable)

**EDUCATION AND EXPERIENCE:**

1. A Master’s Degree (desirable)
2. A valid and appropriate Administrative Credential or an appropriate Supervision Credential in compliance with the provisions of Title 5, California Administrative Code, Sections 80125- 80127 and California Education Code, Section 44270
3. A minimum of five years of successful, full-time public school teaching experience; three years of administrative experience as assistant principal or above

**WORKING CONDITIONS**

The usual and customary methods of performing the job’s functions requires the following physical demands: hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspections of data; and occasional lifting of boxes and equipment and bending or reaching for files and equipment. Weight of materials will vary, but generally fifty pounds or less. Generally the job requires 50% sitting, 25% walking and 25% standing. May be required to correctly transfer or restrain a child physically if needed. The job is performed under minimal temperature variations, a generally hazard free environment and in a clean atmosphere.

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witnessed By**

\_\_\_\_\_  
**Date**

Parlier Unified School District does not allow discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person’s actual or perceived race, color, ancestry, nationality/ national origin, immigration status, ethnic group identification/ ethnicity, age, religion, marital status/ pregnancy/ parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, medical information or association with a person or group with one of more of these actual or perceived characteristics. For questions or complaints, contact the District Equity Officer: Scott Griffin, (Human Resources Director); 900 Newmark Ave. Parlier CA 93648. Phone: (559) 646-2731 Email: [scott.griffin@parlierunified.org](mailto:scott.griffin@parlierunified.org); and Title IX Compliance Officer: Scott Griffin, (Human Resources Director); 900 Newmark Ave. Parlier CA 93648. Phone: (559) 646-2731 Email: [scott.griffin@parlierunified.org](mailto:scott.griffin@parlierunified.org)