



DAVIS JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position Title:

Davis Senior High School Principal

Salary and Benefits

222 Days \$120,009 - \$141,570

\$1,200 annual cell phone stipend

[Health benefits contribution](#)

DJUSD Mission

The mission of Davis Joint Unified School District, a leading center of educational innovation, is to ignite a love of learning and equip each student with the knowledge, skills, character, and well-being to thrive and contribute to an evolving and increasingly connected world, through a system characterized by:

- Optimal conditions and environments for all students to learn
- A team of talented, resourceful, and caring staff
- Transforming teaching, learning, and operations in our continuing pursuit of excellence
- Resourceful, transparent, and responsible fiscal planning, and
- A diverse and inclusive culture

Basic Job Function:

Under the direction of the Director of Secondary Education and Leadership, the Davis Senior High School Principal serves as the educational leader and chief executive of the school as it relates to the instructional program, operation of the school plant, staff, students, and the community.

Essential Functions:

1. Serves as the Site's Primary Instructional Leader

- a. Establishes vision with the school community in alignment with DJUSD mission, vision, values and Graduate Profile.
- b. Maintains a core focus on addressing the social emotional and academic needs of all students, particularly those students who are furthest from opportunity.
- c. Understands and promotes the District's values of educational equity to all school community members and works to build systems that create more equitable learning outcomes for all students.
- d. Coordinates the development and implementation of a clear and coherent curricular program.

- e. Serves on all committees assigned by the Associate Superintendent for Instructional Services.
- f. Collaborates with peers within the District to support the progression of students K-12.

2. Develops and Maintains a Positive School Culture

- a. Promotes a positive, responsive, respectful and professional working culture among the students and staff.
- b. Reviews climate data to inform improvements to the systems that support student social emotional well-being and a positive culture on campus.
- c. Promotes the professional progress of the teachers and staff in creating a safe, inclusive, and supportive environment for every student.

3. Effective Staff Supervision, Management and Evaluation

- a. Makes available for the Associate Superintendent a statement or schedule of the duties assigned to each staff member together with a complete work program of the school.
- b. Assigns classes, classrooms, workspaces, activities and supervisory duties to staff members.
- c. Carries the responsibility for the certificated evaluation process in the school in accordance with Board policy and Master Contract.
- d. Supervises or designates the supervision of work performed by the certificated and classified personnel in the school. Assures that the evaluation processes are observed.
- e. Requires classroom teachers to keep a program of daily work in such a manner that a substitute teacher may continue the work, and secures a substitute teacher in the absence of a regular teacher.
- f. Refers to the Director Personnel Services and Director of Secondary Education any conflict over authority within the school. Until such conflict is resolved by mediation, the authority of the principal shall prevail.
- g. Investigates parent/student complaints against staff in accordance with District procedures and encourages restorative conferencing and mediation when appropriate.
- h. Report any allegations of sexual harassment/discrimination immediately to the Title IV coordinator.

4. Develops and Implements Effective Staff Professional Learning

- a. Assists the Associate Superintendent's office in the effort to improve the efficiency of each member of the staff in the school in accordance with established plans.
- b. Promotes the professional progress of the teachers through such activities as teachers' meetings, individual conferences and in-service training, and other appropriate activities.
- c. Develops a culture of professional learning and collaboration amongst staff.

5. Administers School Site Operations, Safety and Management

- a. Administers district policies, programs, and regulations of the school system as they apply to the school.

- b. Recognizes that statutory law, Board policies, and instructions from the Superintendent constitute the administrative authority in the school.
 - c. Reports all injuries incurred by staff members while on duty to the Associate Superintendent Student Services.
 - d. Prepares or supervises the preparation of such other reports as are required by law or may be deemed necessary by the Superintendent or the Board.
 - e. Enforces reasonable precautions to safeguard the health and general well-being of the staff and of the pupils within the school, and provides definite plans by which the school staff may be able to provide for the safety of the pupils in case of fire, national disaster, storm or other sudden danger to the school plan, and sees that the pupils are adequately trained to make such plans effective at any time.
 - f. Keeps supervisors fully advised as to the conditions and needs of the school through established channels.
 - g. Develop and implement the site budget, expenditures and budgetary controls in alignment with District practices and applicable laws.
- 6. Maintains Positive Student, Parent and Community Relations**
- a. Makes a special effort to cooperate with the parents of the pupils in the school and sees that parents are notified as soon as possible when pupils are failing in educational achievement or school conduct.
 - b. Identifies, develops and supports the leadership capacity of staff, students and parents.
 - c. Handles difficult situations with diplomacy and tact.

Knowledge and Abilities

- Demonstrates the capacity to develop a culture of trust and responsibility among students, teachers, staff, and the community.
- Demonstrates the ability to develop and maintain high morale and a professional working relationship among the staff members.
- Demonstrates commitment to, knowledge of, and competencies in inclusion of all students, especially underrepresented students.
- Demonstrates effective written and oral communication skills.
- Demonstrates leadership and an ability to implement instructional change.
- Demonstrates the ability to self-reflect in order to improve personal practice, as well as to lead a parallel reflective process with staff.
- Demonstrates a strong understanding of student-centered instruction and systemic support required to continually improve student achievement.
- Demonstrates strong critical thinking and problem-solving skills.
- Demonstrates knowledge and competencies in Standards and Inquiry Based Education with a commitment to implementation and continued enhancement.
- Demonstrates knowledge of and skills in the components of effective instructional processes.
- Demonstrates collaborative leadership and team building, distributed leadership among administrators, teachers, staff, parents, students and community members.

- Demonstrates knowledge and competencies in staff supervision and evaluation through a clinical supervision model.
- Demonstrates the ability to mentor members of the site administrative team as future site and district leaders.
- Demonstrates evidence of positive community relation skills as it relates to communicating with a diverse population.
- Demonstrates ability to build partnerships and community support.
- Demonstrates self-motivation and ability to complete tasks as assigned and required of the position.
- Demonstrates ability to institute and maintain a systematic policy and process for student discipline and management of the learning environment.
- Demonstrates ability to work as an integral part of the District Administrative Leadership Team.

Qualifications

Education and Credentials – Must hold a valid California administrative services credential. A Master's Degree is required. Appropriate California Administrative Supervision Credential.

Experience – Three years of administrative experience at building level preferred. Teaching and administrative experience at the appropriate school level; training and experience in the supervision of certificated and classified personnel; training and experience in the development of curriculum.

Physical Abilities

Requires ambulatory ability to travel to different locations on the school site. Requires speaking and hearing to communicate in-person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods of time. Requires sufficient arm, hand, finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment.