



POSITION TITLE: High School Principal

Definition:

The principalship will be a full time administrative position in the district high school. The principal shall be expected, under professional direction, to serve as the chief administrative officer of a comprehensive senior high school to plan, implement, and direct the operational procedures and processes of the site; to plan, develop, and implement instructional goals and objectives, and procedures for evaluating program effectiveness; to plan, develop, and conduct staff development and staff training programs and activities; to plan and conduct public and community relations programs; and to do other related functions as directed.

Distinguishing Characteristics:

This position classification requires subject matter expertise in educational programs and curriculum/instruction strategies. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the school. The position classification has supervisory responsibility for the planning, assigning, reviewing, and evaluating the quality and quantity of work of professionals, technical, and clerical employees. The principal frequently meets with teachers, school psychologists, and other educational personnel to influence, motivate, and monitor the objectives of the school operations.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Examples of Duties:

The principal serves as the instructional leader of a comprehensive high school.

The principal:

- Provides leadership to the staff in the determination of objectives and the identification of school needs as the bases for developing long- and short-range plans for the school.
- Interprets and informs staff and students as to state, county, and school district laws, regulations, policies and procedures at the school site.
- Assigns, directs, and assists staff in carrying out effective instructional programs through conferences, meetings, bulletins, in-service workshops, and demonstrations, encouraging responsible experimentation, interpretation of guides, and classroom visits.
- Establishes standards of competence and promotes the professional growth of assigned staff through personal counseling and participation in study conference and committees with staff.
- Identifies provides, assigns, and/or coordinates in-service growth opportunities for school personnel.
- Supervises and evaluates the performance of all personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
- Assigns all students in such a way as to encourage their optimum growth.
- Makes periodic appraisals of pupil progress, analyzes the data, disseminates the information, and consults with all interested parties and facilities appropriate strategies for improvement.
- Directs and supervises the educational activities of the school curriculum and curriculum standards.

- Develops school plans and organizational procedures for the health, safety, attendance, and appropriate department of students.
- Plans, coordinates, and evaluates the program of pupil services including guidance and counseling.
- Administers adjunct activities necessary to support the educational program of the school by providing for the guidance and organization and operation of student clubs, student government, and special interest activities.
- Plans, supervises, and directs the business operation of the school in accordance with district policies and procedures; and maintains records necessary to meet established district, state, and federal requirements.
- Serves as liaison in communication between central administration and certificated and classified employees in the school, and interprets and implements district policies.
- Interprets the school program and its curriculum to the community; promotes greater understanding among community groups of school objectives, accomplishments, and problems; and represents the school in professional and community groups.
- Arranges for substitute teachers for his school.
- Keeps a current inventory of all furniture, equipment, and supplies.
- Prepares requisitions for all equipment and supplies needed for the following year.
- Assists the district office in preparing a list of all maintenance work as necessary.
- Prepares enrollment reports as required.
- Conducts faculty meeting at least monthly.
- Supervises each classroom teacher in his school.
- Assists in the supervision of custodial and maintenance work in his school.
- Assists in supervising transportation services as related to the high school.
- Administers departmental budgets of the high school.
- Supervises the preparation of and submits all reports as required.
- Works closely with Parent-Teacher groups and advisory groups.
- Recommends to the Superintendent the employment and dismissal of employees of his school.
- Assists the district administration in the enforcement of agreements ratified by the Board between the district and employee groups.
- Confers, consults with, and advises District, public, and private agency personnel, and parents concerning student educational and behavior problems, and determines alternative problem solutions.
- Assists site personnel in resolving rights disputes which may include the conduct of formal hearing proceedings.
- Establishes and maintains procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
- May be responsible for the management, monitoring, auditing, and evaluating of specially funded programs.
- Coordinates student and family assistance programs with social service and youth service agencies.
- Confers and collaborates with site and District instructional support personnel in decision making processes and in the development of alternative approaches to solving educational concerns and issues.
- Performs other duties as assigned.

Knowledge of:

Principles, techniques, strategies, goals, and objectives of public education at the secondary level; Philosophical, economic, and legal aspects of public education; Procedures, methods, and trends of organization and management of a secondary school; Curriculum development strategies, instructional delivery systems, and program evaluation processes; Evaluation techniques for determining program activity and personnel effectiveness; Human relations and conflict resolution strategies and team building principles and techniques.

Ability to:

Manage, lead, and direct the functions and activities of a secondary school; Demonstrate an effective instructional, organizational, and administrative mode; Systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions; Communicate effectively in oral and written form; Understand and carry out oral and written directions with minimal accountability control; Establish and maintain effective organizational, public, and community relations.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Five years of successful teaching experience, plus two years of successful administrative experience at the secondary level.

Education:

Equivalent to the completion of a Master of Arts or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

Certification Requirement:

Possession of a valid California credential authorizing service as a secondary school principal.

License Requirement:

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:

Insurability by the District's liability insurance carrier.
