

**Lammersville Unified School District**  
is actively searching for a



# High School Principal 2023-2024 School Year



## About **Mountain House High School:**

Mountain House High School opened in 2014-15 and exists as a high performing, award winning high school. 2150 students learn in 21st century classrooms, with lessons designed from a combination of technology based, open source, and traditional curricula. Student instruction is delivered by a well-trained core of teachers who put students' needs first. MHHS features mastery based grading, advisory period, teacher collaboration time, Professional Learning Communities, and select intervention systems which combine to address each student's learning needs and results in a 99% graduation rate.

The school also provides state and nationally ranked award winning extracurricular academic and VAPA programs, an award winning Early College Pathway program, state of the art CTE classrooms, and a full pallet of sports with top quality facilities for participating athletes. Lammersville Unified School District is looking for a principal candidate who wants to be the instructional leader of its flagship school. LUSD is looking for a leader who can build upon its collaborative, motivated, and student-centered culture and strengthen its reputation as one of Northern California's best public high schools.

## **Salary and Benefits**

- Days Per Year: 220
- Salary DOE : \$159,648 - \$186,767
- Benefit Cap: \$16,350



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# Job Description

## High School Principal

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**DIRECTLY RESPONSIBLE TO:** Associate Superintendent

### **SUMMARY OF POSITION:**

Under the direction of the Associate Superintendent or designee, provide overall leadership and serve as chief administrative officer of a comprehensive senior high school. Set a vision for student achievement and strategically implement the school's mission through effective leadership and management of all stakeholders including faculty, staff, students, parents, and the community. Plan, implement, and direct the operational procedures and processes of the site. Plan, develop, and implement instructional goals and objectives, and procedures for evaluating program effectiveness. Plan, develop, and conduct staff development and staff training programs and activities. Plan and conduct public and community relations programs; and other related functions as directed.

### **DUTIES:**

Duties of the High School Principal shall include, but are not limited to, the following:

- 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.
- Conducts safety audits, updates and communicates the school safety plan and oversees appropriate safety drills.
- 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.
- Establishes standards of competence and promotes the professional growth of assigned staff through personal counseling and participation in observation protocols.
- Identifies, provides, assigns, and/or coordinates in-service growth opportunities for school personnel.
- Supervises and evaluates the performance of classified and certificated 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.
- Recommends to the Superintendent the employment and dismissal of employees.
- Assigns all students in such a way as to encourage their optimum growth.
- Conducts continuous appraisals of pupil progress; analyzes the data, disseminates the information, and consults with stakeholders, and facilitates 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 comportment of students.
- Plans, coordinates, and evaluates the program of student services including academic 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 district personnel 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.
- Directs staff in the arrangement of substitutes to ensure continuity of instruction and services.
- 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 meetings at least monthly.
- Supervises each classroom teacher.
- Assists in the supervision of custodial and maintenance work.
- 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.
- 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.
- Performs other duties as assigned.

**KNOWLEDGE of and ABILITIES to:**

- 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.
- Manage, lead, and direct the functions and activities of a secondary school.
- Demonstrate effective instructional, organizational, and administrative strategies.

- Systematically analyze problems, determine alternative problem solutions, and make appropriate and effective decisions.
- Effective oral and written communication skills.
- Operation of technology.
- Work collaboratively and effectively with all segments of the educational community and the general public.
- Supervise and evaluate the performance of assigned staff.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction to meet schedules and timelines.

**MINIMUM QUALIFICATION - EDUCATION AND EXPERIENCE:**

- Valid California Administrative Credential.
- Minimum of five years teaching experience and three years of successful administrative experience.
- Master's Degree required.
- Valid California Driver's License.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Hear and speak to make presentations, and exchange information in person and on the telephone.
- Dexterity of hand and fingers to operate technology including, but not limited to computers, telephones, copy equipment, projectors, etc.
- See to read and prepare reports, and view computer monitors.
- Sit or stand for an extended period of time.
- Bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift objects of up to 25lbs.