

# **CLASS TITLE: PRINCIPAL**

## **BASIC FUNCTION:**

The Principal is the "chief administrator of the school. It is his/her responsibility to foster a climate which emphasizes the importance of students, staff, parents, and other members of the community and to promote the utilization of the strengths of these human resources.

To facilitate strengths of these resources, the Principal has responsibility for the organizational pattern of the school community. He/she must communicate clearly the responsibilities and roles of administrative services so that clients and staff know specifically who is accountable for tasks, decisions and information.

The Principal is responsible for the educational programs of the school. He/she must assess student needs, be a leader in program development, encourage innovation and creativity, promote staff development, and provide for evaluative criteria.

Other mandatory actions of the Principal deal primarily with the legal and efficient management of accounting for and control of money and facilities within the school.

The School Principal is directly responsible to the Superintendent for the administration of the school to which he/she is assigned. However, organizational and operational aspects of district administration mandate direct and cooperative working relationships between the - principal and other district level administrators.

## **REPRESENTATIVE DUTIES:**

Plans, organizes, assigns, reviews, and directs the activities of the school to which he/she is assigned

Develop and improve the curriculum through evaluation and refinement of the existing program and the implementation of new programs within the school

Coordinate any and all association's with off-campus groups when these groups concern basic policies and procedures

Interpret the educational program policies and procedures to the staff and to the community

Develop and implement site budget and budget control

Responsible for the supervision, direction and evaluation of all certificated and classified personnel

Responsible for all activities related to the health, education and welfare of all students within his/her school

Participates in the selection of classified and certificated personnel

Involve students in all appropriate aspects of school governance

Coordinate individual and group staff development programs which provide for continual professional growth

Articulate the school's program with the junior high schools and regional colleges

Other duties and responsibilities as assigned by the Superintendent

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Learning and developmental theory, the process of curriculum development, principles of human relations and group dynamics, communication and their application to educational administration

Organizational and system theory and leadership development

School finance and business operations

Educational and legal codes of California, applicable state and federal law, and District policies and procedures

Sound business practices in budgeting and accounting

ABILITY TO:

Adapt a leadership style to the school setting which elicits a broad base of school community interest, involvement and support

Effectively analyze situations and make decisions

Plan, organize, and direct own work as well as that of others

Prepare written statements of administrative procedures

Recommend budgetary expenditures

Evaluate personnel

Plan, refine, and articulate the educational program

Prepare reports as requested

Utilize technology as needed in the performance of assigned duties

Establish and maintain positive relationships with those contacted in the course of performing assigned tasks

Communicate effectively to students, parents and staff

**EDUCATION AND EXPERIENCE:**

Master's Degree desirable

Possess or be eligible for an appropriate administrative credential and other such requirements prescribed by the California Education Code.

Successful teaching background and experience in a site level public secondary school administrative position

**WORKING CONDITIONS:**

Office environment; subject to frequent interruptions and continual deadlines.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- High school site environment; subject to frequent interruptions
- Light physical activity and lifting up to ten pounds
- Work under pressure of deadlines and time constraints
- May be required to work at a computer workstation for extended periods of time

**Licenses and other requirements:**

- Criminal Justice fingerprint clearance
- Evidence of TB clearance

**If required to operate a vehicle:**

- Valid California Motor Vehicle Operator's License
- Acceptable driving record and qualification for insurability by the District's insurance carrier