



PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

Title: **Principal - High School**

Classification: Certificated Management

Work Year: 225 Days

Reports to: Director of Curriculum & Instruction

Salary: Certificated Management Schedule #5
Range: 4

DEFINITION: Serves as the school's leader, the high school principal organizes, develops and implements an exceptional educational program for all students; supervises classified and certificated staff; Is responsible for the overall school climate, student achievement and facilities; Assists in other district programs as assigned.

ESSENTIAL FUNCTIONS: *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- Provides leadership in developing and implementing an educational plan which will insure that every student is given appropriate and equal educational opportunity
- Interprets policies, process, and goals of the educational program to the students, parents and community
- Administers and coordinates the district, state and special testing programs
- Coordinates the ordering, distribution and use of textbooks, instructional supplies and other instructional media
- Implements, coordinates and administers all special programs which have been approved by the Governing Board and/or the District Central Office administration such as ESEA, SIP, Title I, etc.
- Establishes duty schedules as necessary to provide for supervision of students before and after school, during nutrition and lunch hours, on field trips and during after school functions and the like
- Establishes procedures which provide for the care and routine maintenance of buildings and grounds. Supervised the building, remodeling, updating of all construction projects at the site to insure compatibility with the educational program
- Supervises and evaluates the work of all classified and certificated personnel assigned to the school. Designates departments to other administrators at site to help in this supervision and evaluation process
- Recommends appropriate action in cases of substandard performance
- Identifies and encourages individuals with leadership potential
- Administers and controls the school's budget
- Supervises, evaluates and designates the duties of other site administrators
- Performs other duties as assigned by Superintendent

KNOWLEDGE AND ABILITIES:

- Plan, coordinate, supervise and evaluate the programs of the high school.
- Provide leadership, direct personnel, and manage all phases of the school sites(s).
- Direct personnel and coordinate the work of others.
- Plan and coordinate the master schedule



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- Interpret, implement board policy, and ensure compliance with complex educational regulations and laws
- Achieve educational and school-wide goals
- Communicate effectively with staff and public
- Curriculum and testing
- Clinical supervision
- Student discipline management, student dynamics of children of middle school age
- Facilities management
- School budgeting processes
- Leadership techniques
- Categorical programs
- Effective communication skills with parents, businesses, and community resources
- Principles and practices of educational management.

PHYSICAL REQUIREMENTS:

Ability to see for purposes of reading policies and printed material. Ability to understand speech at normal levels in person or on the telephone. Ability to communicate so others will be able to understand a normal conversation in person or on the telephone. Ability to operate necessary equipment including computers and computer software with dexterity. Ability to occasionally lift/carry supplies, materials and equipment weighing 35 pounds. Ability to demonstrate mental acuity in the performance of job-related duties and interactions with students and adults.

EDUCATION AND EXPERIENCE:

- Minimum of three years of service as a classroom instructor,
- Three years of service as a high school administrator.

LICENSES AND CERTIFICATES:

- Valid California Administrative Credential
- Valid California Teaching Credential
- Master's degree in school administration (preferred)
- Valid California Driver's License

Revised 2019 (Retyped 2021)