



PITTSBURG UNIFIED SCHOOL DISTRICT

HIGH SCHOOL PRINCIPAL

PRIMARY FUNCTION:

The High School Principal serves as the educational leader of the school. They are expected to cultivate and maintain a safe, caring, student-centered environment that promotes high academic standards, ethical practices, and equity among students and staff. The Principal will promote the success of all students by collaborating with students, families, staff, and community members.

ADMINISTRATIVE RELATIONSHIP:

Directly responsible to the Superintendent or designee.

ESSENTIAL FUNCTIONS:

DEVELOPMENT AND IMPLEMENTATION OF A SHARED VISION

- Facilitate the development and implementation of a shared vision of learning and growth of all students.
- Shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.
- Engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.
- Develop, plan, and implement goals and objectives.
- Direct, oversee, and participate in the development and implementation of the Single Plan for Student Achievement (SPSA).
- Work cooperatively with District Administrators.

INSTRUCTIONAL LEADERSHIP

- Shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth.
- Promote a culture in which staff engages in individual and collective professional learning that results in their continuous improvement and high performance.
- Guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.
- Develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes and student learning.
- Establish and monitor procedures for reporting pupil progress to parents.

MANAGEMENT AND LEARNING ENVIRONMENT

- Manage the school to cultivate a safe and productive learning and working environment.
- Provide and oversee a functional, safe, and clean learning environment.
- Establish structures and employ policies and processes that support students to graduate ready for college and career, including the VISION 2027 Graduate Profile..
- Facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.
- Align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.
- Supervise the development and administration of the school budget.
- Oversee the safety and maintenance of the building and school grounds.
- Facilitate the selection, supervision, and evaluation of assigned certificated and classified staff members.
- Train, develop, and implement discipline procedures related to student behavior.

FAMILY AND COMMUNITY ENGAGEMENT

- Collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources.
- Meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.
- Establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.
- Leverage and integrate community resources and services to meet the varied needs of all students.
- Coordinate school activities with those of other schools, outside agencies, and organizations.
- Develop and maintain cooperative relationships with parents, organizations, and the community.

ETHICS AND INTEGRITY

- Make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.
- Act upon a personal code of ethics that requires continuous reflection and learning.
- Guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.
- Recognize and use professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.
- Communicate expectations and support for professional behavior that reflects ethics, integrity, justice, and equity.

EXTERNAL CONTEXT AND POLICY

- Influence political, social, economic, legal and cultural contexts affecting education to improve education policies and practices.
- Actively structure and participate in opportunities that develop greater public understanding of the education policy environment.
- Use understanding of social, cultural, economic, legal and political contexts to shape policies that lead to all students to graduate ready for college and career.
- Engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.
- Recommend and administer District and school policies and procedures.

OTHER DUTIES:

- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of high school programs, activities and services, including alternate scheduling options such as block scheduling.

Budget preparation, implementation and control.

Curriculum development and implementation.

Evaluation strategies.

Teaching theories and techniques.

Principles and practices of administration, supervision and training.

Policies and objectives of the District, including Restorative Practices, inclusive practices for students with disabilities, and services for students who are English language learners

Applicable sections of the State Education Code and other applicable State and federal laws, codes, regulations, policies and procedures related to the education of students with and without disabilities.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Serve as the educational leader and chief administrator of an assigned school.

Supervise certificated and classified staff.

Direct activities regarding the school grounds, budget, student activities, discipline, curriculum, communications and articulation with the County Office, State, federal and other educational programs.

Communicate with other schools, outside agencies, parents, students and the public.

Provide responsible and professional staff assistance and management in the education program.

Train, supervise and evaluate the performance of assigned staff.

Prioritize and schedule work.

Prepare, administer, monitor and control school budgets.

Interpret, apply, explain, and enforce rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements, and restrictions. Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Prepare comprehensive narrative and statistical reports.
Prepare and deliver oral presentations.
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files.
Establish and maintain cooperative and effective working relationships with others.

EDUCATIONAL EXPERIENCE:

- Must possess a valid Administrative Services Credential.
- Master's Degree preferred.
- Five years' experience as a site Administrator preferred.
- Experience working successfully in a diverse, multicultural environment.

ENVIRONMENT:

Office, classroom, and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.
Sitting and standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.

TERMS OF EMPLOYMENT:

Work year:	220 Days
Salary:	Certificated Management Salary Schedule Class XVIII
Sick Leave:	Eleven (11) days

Board Adopted:

Jan 10, 2024