



LOS GATOS-SARATOGA UNION HIGH SCHOOL DISTRICT

Class Title: Principal

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. The Principal is the chief instructional leader of the school and is directly responsible for ensuring and improving student learning. 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 stakeholders 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, lead and 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.

Examples of Duties and Essential Functions:

- Establish and implement a vision and execute a plan for improvement of learning for all students
- Ensure a culture with systems in support of equity and access for all students
- Plan, organize, assign, review, and direct 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 associations with school-affiliated groups
- Interpret and communicate 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
- Responsible for the selection of classified and certificated personnel
- Involve students, staff, and parents 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

Qualifications:

- Appropriate administrative services credential

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
- High impact instruction and assessment practices
- Adult learning and effective professional development theory and practice
- Cultural competency and equitable practices
- 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, trust, involvement and support
- Effectively analyze situations and make decisions
- Plan, organize, and direct own work as well as that of others
- 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 with students, parents and staff through a variety of media