



## FREMONT UNION HIGH SCHOOL DISTRICT

### Job Description: Principal

#### I. Qualifications

- A. Credential: Required – Valid Secondary Administration
- B. Education: Required – B.A.  
Desirable – Doctorate, M.A., or M.S.
- C. Experience: Required – Three years administrative experience at the secondary school level  
Desirable – Principal experience at secondary school level
- D. Personal Qualifications:  
Character, personality, appearance, and proper social capability to relate effectively with staff, students, and community; demonstrated ability to work with a wide variety of community groups and organizations; understand and work effectively with people from different cultures.

II. General Responsibilities Serves as chief administrator of a secondary education program. In addition to being responsible for maintaining an effective instructional program, the principal supervises the school physical plant, the school budget, the certificated and classified staff, and the student activity program. The principal maintains a cooperative and positive relationship with the community and promotes articulation with other educational levels.

III. Duties and Responsibilities As assessed by the supervisor, the outcomes of the principal's job performance will be as follows:

- A. Programs and operations of the school will have been appropriately managed toward the accomplishment of established district goals and objectives.
- B. Effective leadership in fostering a self-directed management climate for the entire school community will have been provided.

- C. The financial needs of the school will have been accurately assessed and the school budget effectively administered.
- D. Curriculum content as established by the Board of Trustees and district administrators will have been implemented and supervised.
- E. The continuing educational needs of the adult community and the acceptance by students of the educational offerings will have been assessed and evaluated.
- F. Curriculum development, master schedule, and instructional methodology will have been effectively coordinated through appropriate school administrators.
- G. Policies, goals, and objectives for continuing education and community service programs will have been planned and recommended for implementation.
- H. Leadership will have been provided within the school's administrative team for appropriate professional growth and inservice training of staff.
- I. Educational advisement, programming, and registration of students will have been effectively coordinated and supervised through appropriate school administrators.
- J. Student advisement, records, and testing programs will have been effectively coordinated and supervised through appropriate school administrator(s).
- K. Staff organization will have been established so that it has effectively met the needs of the program.
- L. Plant operations and maintenance, community utilization of plant, health and food services will have been coordinated and supervised.
- M. An ongoing public information system through reports, brochures, flyers, press releases, and participation in community meetings will have been accomplished and revised as needed.
- N. Appropriate student activities/recreational programs will have been effectively developed, coordinated, and evaluated through appropriate school administrator(s).
- O. Athletic programs will have been effectively coordinated through appropriate school administrator(s).

- P. Effective leadership will have been provided for the development and implementation of the school's program of community relations.
- Q. A program of articulation with schools and other youth- and adult – serving agencies will have been developed and implemented.
- R. Effective ongoing communication with appropriate district personnel and the Superintendent will have been accomplished.
- S. Recommendation for employment, assignment and/or dismissal of staff members will have been made through effective supervision and evaluation methods and procedures.
- T. Appropriate selection of instructional materials, equipment, and technology will have been coordinated through various members of the administrative team.
- U. A positive image of all school programs will have been effectively maintained.
- V. The assignment and functions of auxiliary personnel will have been effectively supervised through appropriate school administrator(s).
- W. Positive alternative programs for students with school, academic, and social adjustment problems will have been effectively developed and implemented.
- X. Authority will have been properly delegated as provided by district policy.
- Y. Timely and effective communication regarding incidents and/or situations which might impact the district or its schools will have been consistently provided to appropriate district office/school personnel.
- Z. Annual objectives deemed appropriate by the supervisor will have been established.
- AA. Appropriate data in support of the status of annual objectives and job description elements will have been gathered.
- BB. Leadership will have been provided within the school administrative team for the effective supervision of district and community facilities used for adult and community education programs.
- CC. Other duties assigned by the supervisor will have been effectively accomplished