

JOB DESCRIPTION

Title:	6-12 Principal	Reports To:	Superintendent
Department:	Educational Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-Time	No. of Work Days:	220 days
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES:

Under direction of the Superintendent, the AUSD 6-12 Principal is responsible for leadership and development of a secondary school aiming to serve students spanning grades six through twelve. The role of the 6-12 Principal demands entrepreneurial vision, experience in 6-12 leadership and a proven track record of success in helping schools and organizations steward school improvement. The 6-12 Principal manages day-to-day management of financial, instructional, operational and organizational aspects to advance the learning of every student over the course of their enrollment. The 6-12 Principal supervises and supports staff, collaborating with community stakeholders to manage a comprehensive program that aligns the instructional programs of middle and high school, easing transitions across grades while promoting the educational and social development of all students.

DUTIES OF THE JOB:

- Direct and head 6-12 school operations. ***E***
- Implement an innovative instructional theory of action so powerful teaching and learning in every classroom is aligned across secondary grade levels. ***E***
- Establish and maintain the effectiveness and sustainability of the school’s educational program. ***E***
- Foster a collaborative learning culture to distribute instructional leadership necessary for success. ***E***
- Collect, analyze and report out on data on school performance and student progress to help staff and community develop priorities that drive strategic decision-making on collectively agreed goals. ***E***

**E – Essential Function*

- Coach and guide a wide range of staff in setting and supporting professional development goals. *E*
- Develop and increase the leadership capacity of site Dean and Assistant Principals. *E*
- Develop a portfolio of public relation efforts to help further community understanding and support of the aims and potential of an innovative 6-12 educational program to advance student learning. *E*
- Identify and utilize all resources of the system, building robust inter-agency partnerships and leveraging local community resources to develop the most effective educational program. *E*
- Exert leadership in adaptation and use of the general district program of educational initiatives so the 6-12 school can best meet the particular needs of the school community to achieve its vision. *E*
- Develop, administer and coordinate ancillary programs to enhance individual learning opportunities for students, staff and families of the 6-12 school community. *E*
- Administer and plan school site budgets; monitor expenditure of funds to ensure accountability to and compliance with district, state and federal requirements. *E*
- Participate as required in meetings such as School Site Council, parent and guardian meetings, Student Study Teams, Section 504 meetings, Individual Education Plans, Board meetings, etc. *E*
- Develop and maintain cooperative and collaborative working relationships between stakeholders, including staff, students, families, board members, district personnel and the broader community. *E*
- Assume responsibility for the leadership and direction of the school's extracurricular activities. *E*
- Facilitate family and community involvement and support to achieve district and school goals. *E*
- Implement AUSD Board Policies and Administrative Regulations relating to school governance, student progress and staff performance. *E*
- Perform other tasks as requested by the Superintendent to help realize district and school goals.

EDUCATION AND EXPERIENCE:

- Minimum of five (5) years of teaching experience
- Valid California Administrative Credential
- Minimum of three (3) years experience in a position requiring management or supervisory skills

KNOWLEDGE AND SKILLS:

- Outstanding oral and written communication skills in English
- Familiarity with California State Standards and California Common Core Standards for grades 6-12
- Facility with data analysis and strategic planning required of instructional improvement efforts
- Experience in creation and implementation of magnet school or innovative program operations
- Proven track record of successful school leadership and results-based educational management

SUPERVISES AND SUPPORTS:

- All personnel and community volunteers serving in the assigned school

**E – Essential Function*

PHYSICAL REQUIREMENTS:

Frequency key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	1	Lift/Carry 0-10 lbs	2
Twist	1	Lift/Carry 11-25 lbs	2
Squat	1	Lift/Carry 26-40 lbs	1
Kneel	1	Lift/Carry 41-100 lbs	2
Climb	1	Stand	2
Reach Above Shoulder	1	Walk	2
Grip/Grasp	2	Sit	3
Extend/Flex Neck	1	Drive	2
Use Right Hand	4	Perform Repetitive Hand Motions	3
Use Left Hand	4	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

**E – Essential Function*