

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Comprehensive High School Principal

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Minimum of four years of credentialed service.

Desirable Five or more years of teaching and administrative experience at the secondary level.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor, the Comprehensive High School Principal serves as chief administrator of a large senior high school. In addition to being responsible for maintaining an effective instructional program, the principal is responsible for the supervision of the school physical plant, the school budget, the certificated and classified staff, the student activity programs, and is responsible for maintaining active relationships with the community and close articulation with other educational levels.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Comprehensive High School Principal's job performance will be as follows:

1. Programs and operations of the school will have been appropriately effectively managed, directed and supervised.
2. Curriculum development, master schedule and instructional methodology will have been effectively coordinated through appropriate school administrators.
3. Student guidance, records and testing programs will have been effectively coordinated and supervised through appropriate administrators.
4. Effective management toward the efficient and prudent distribution of available district funds will have been competently provided.
5. Associated Student Body funds, budget and expenditures will have been consistently and appropriately managed and monitored.
6. Effectively coordinated on-site personnel duties will have been directed toward the established goals of the school and the district.
7. An environment which allows for optimum learning will have been provided and maintained.

8. The school's and the district's educational programs will have been effectively interpreted to community agencies.
9. An ongoing plan for the meaningful articulation of the total high school program to the district junior high schools, as well as the universities and community colleges, and other youth serving agencies will have been consistently provided.
10. The Associated Student Body will have been satisfactorily organized and guided.
11. An effective and viable co-curricular program representative of the school and community needs will have been maintained.
12. Plant operations, maintenance, community utilization of plant, health and food services will have been coordinated and supervised through appropriate school administrators.
13. Reports and surveys will have been submitted in an efficient and timely manner to appropriate agencies.
14. Local, state and federal mandated programs will have been appropriately established and basic requirements will have been consistently maintained.
15. Appropriate administration and management will have been provided in the interpretation and implementation of classified and certificated contracts.
16. Curriculum content as established by the Board of Education will have been effectively implemented and supervised.
17. Leadership will have been provided within the school's administrative team for appropriate professional growth and inservice training for management, teaching and classified staff members.
18. Effective leadership will have been provided for the development and implementation of the school's program of community relations.
19. Administrative authority will have been appropriately delegated and competently monitored to achieve management effectiveness.
20. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
21. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
22. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
23. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
24. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
25. Other duties assigned by the supervisor will have been effectively accomplished.