TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Principal – High School **CLASSIFICATION: Management**
DEPARTMENT: School Site

FUNCTION:

Under the supervision of the Superintendent serves as the educational leader and chief executive of the school and is responsible for the instructional program, operation of the school plant and represents the District in the community.

WORK PERFORMED:

- Formulates and directs the school's public relation and community image program.
  - attends or assigns an Assistant Principal to attend all meetings of a public nature whether in-house or within the community
  - acts as a spokesperson for the District/High School in the community as relates to community interest and participation in intra-school affairs
- Establishes in-house objectives and directs the attainment of same for the school.
  - directs the identification of needs, goals and measurements thereof
- Directs the utilization of all personnel and staff toward goals.
  - integrates the two major functions of the Assistant Principals
  - provides staff development programs
  - supervises and evaluates the performance of all staff
  - participates in the recruiting and selection of staff
  - arranges the substitution of staff
  - assigns staff to duty and supervision as required
- Directs the formulation of budgets pertaining to all aspects of a school operation.
  - oversees adherence to budget within system and procedures
- Oversees the development of a physical plant and equipment program that meets educational goals.
  - directs the custodial level personnel in attainment of same
  - recommends or requests changes of a major nature to Grounds and Maintenance
  - approves community use of facilities
- Directs the implementation in-house of educational goals and programs.
  - coordinates pupil testing, induction and placement
  - reviews ongoing pupil and class attainment
  - directs pupil assignment and class schedules
  - ensures compliance to educational goals as compared to fiscal availability
  - ensures pupil welfare, health, safety, discipline and conduct
- Serves in a public relations manner on various committees related to pupils and programs.
  - participates on PSC and SAT teams
  - serves as a liaison between school and parents and parent organizations
- Participates with District personnel in individual and total District planning, need identifications, evaluate of programs and integration of goals.
- Attends all regular Board meetings; attends special Board meetings as required; and contributes to the development and edification of subject matter discussed as required.

ADDITIONAL CONSIDERATIONS:

EQUIPMENT
None

SPECIAL MATERIALS
None

SURROUNDINGS
Typical school/office environment, requiring extensive supervision beyond normal working hours.

COMMENTS
Must have knowledge of school law, secondary curriculum in a broad number of subjects, and Agreements between the Governing Board and Travis Unified Teachers Association and California School Employees Association.

- Supervision exercised: great
- Supervision received: little

QUALIFICATIONS
Master's Degree in Educational Administration, a minimum of five years teaching experience and a California Secondary or General Administrative Credential.

LENGTH OF WORK YEAR
12 months

OJT
1 year