



SAN JUAN UNIFIED SCHOOL DISTRICT

POSITION CODE: 208/209
MANAGEMENT GROUP
PRINCIPAL SERIES, SALARY RANGE 23
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TITLE: Principal - High School

DEFINITION:

Functions as chief executive and educational leader of a high school; responsible for its programs, personnel, facilities and all other related activities as assigned.

DIRECTLY RESPONSIBLE TO:

Assistant Superintendent – 7-Adult Schools

SUPERVISION OVER:

Vice principals, teachers, counselors, nurses, librarians, clerical, part-time and volunteer personnel and on-site supervision over all individuals working on campus on a regular basis.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include but not be limited to):

1. Curriculum/Program Development: The principal is responsible for the implementation and maintenance of an effective, multifaceted curriculum, both academic and extra-curricular. Specific functions include: development and supervision of course offerings assuring compliance with district and state requirements; infusion of technology in instruction; classroom observation and evaluation of teachers; planning to meet changing needs of students; articulation with special services and feeder schools; leadership enlisting cooperative school-wide efforts by staff and students; development and implementation of the master schedule; development and implementation of a wide variety of extra-curricular programs for student enrichment (i.e., music, drama, athletics, yearbook, school newspaper, student government, etc.).
2. School Climate: The principal has the prime responsibility for positive, collaborative and effective relationships among staff, students, and parents. Specific functions include: development of school philosophy, goals, and objectives; supervision and support of student activities; sensitivity and responsiveness to individual problems and concerns (staff/student/parent); recognition of student and staff accomplishments.
3. Community Relationships: The principal has the prime responsibility for establishing and maintaining sensitive relationships with the community. Specific functions include: the nurture and support of PTA, parents club, and other volunteer groups; the organization of "back-to-school night," open house, and other activities with invitations to the community for school visitations; utilization of community resources; provision of school facilities and resources for community services; principal visibility within the community.
4. Communication: The principal is responsible for developing and maintaining an effective communication system. Specific functions include: development of staff and student bulletins;

development and distribution of parent newsletters; maintenance of effective communication with district personnel; preparation and follow-through of agendaed meetings with all segments of the school population and interfacing programs; effective communication with news media.

5. Management of Resources: The principal is responsible for the management of resources including revenue and expenditures, personnel, facilities and equipment, and special programs. Specific functions include: development and supervision of the school budget; development of the school management plan; supervision of buildings and grounds; supervision of student records; establishment and implementation of emergency procedures; determination of staffing needs to provide optimum services; selection, motivation, supervision, and evaluation of personnel; development and implementation of the master schedule; management of employer/employee contracts; supervision of supplies, text books and equipment inventories; supervision of record keeping (attendance, time cards, purchase orders, invoices, accident reports); coordination of student services provided by off campus organizations.
6. Student Performance and Behavior: The principal is responsible for assessing student progress, achievement, and behavior and providing assistance for positive student growth, social and academic. Specific functions include: implementation of district and state testing requirements; development of well-defined programs, steps, and resources to assist students to develop to their full potential as well as meet graduation requirements; establishment of standards of acceptable student behavior and pupil control measures; supervision of the recording and monitoring of student attendance; establishment and supervision of effective student discipline procedures.
7. Interpretation and Application of Appropriate Laws: The principal must be knowledgeable, keep current, interpret accurately, and apply district, state, and federal legislation as it relates to his/her school environment. Specific functions include: ongoing review and synthesis of district policies, procedures, state and federal laws and legislative bills; establishment of legally based school policies and procedures for all aspects of the school's functions; coordination with the district, other schools, county, state and federal agencies and effective interaction with personnel from each.
8. Quality of Instruction: The principal, with district resources, has the responsibility for maintaining a high quality of instruction within the school. Specific functions include: establishment and maintenance of relevant goals and objectives with annual evaluations; identification of instruction needs and deficiencies with in-service training plans to meet needs; supervision of classroom instruction; evaluation and accountability of employees; promotion of joint effort and staff job satisfaction.
9. Professional Growth: The principal is responsible for keeping abreast of trends, policies, procedures, practices and laws that affect the school and its constituents. Growth experiences may include: attendance at conferences and workshops; membership in professional associations; attendance at pertinent school board meetings; ongoing reading of professional publications; participation in district assignments and problem solving experiences.

QUALIFICATIONS:

Training, Education and Experience: Must possess valid California secondary teaching credential as well as one of the following: secondary school administration; general administration; standard supervision with 7-12 principalship authorization; standard administration with secondary credential; supervision with 7-12 authorization; administrative services. Previous administrative experience desirable.

Knowledge and Skills: The principal should be knowledgeable in: high school reform research and implementation strategies; human needs, curriculum development including infusion of technology, motivation theory, school finance and budgeting, collective bargaining, administration of district policies, local, state and federal laws pertinent to schools, staffing organization, selection and supervision of personnel. He/she should be skilled in effective communications including initiating individual and group discussion, listening, clarifying, facilitating interaction among group members; verbal skills to communicate effectively with a wide variety of people with varying educational and sub-cultural backgrounds; research, reading, public speaking; writing skills to effectively convey ideas, reports, letters, memorandums and survey questionnaires understanding of goal setting techniques including needs assessment and evaluation; high degree of self-restraint, judgment and strategies in dealing with a variety of people, adversaries and advocates under varying situations and conditions; high degree of skill in defining problems, collecting information, establishing facts, evaluating alternate solutions, and drawing valid conclusions; effective screening of applicants, conducting job related interviews, selecting queued candidates, training and evaluation of personnel.

Physical Characteristics: (consideration will be given to reasonable accommodation): *Sufficient vision to read printed material; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the campus and drive a car, *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

*With or without the use of aids.

Other Characteristics: Possession of valid California driver's license; willing to work irregular hours/days including evenings, weekends and holidays, and on-call for emergencies; willing to travel locally; willing to work at any school location and be as assigned.

Approved by Human Resources

Adopted by Board: 4/22/80

Revised: 2/23/2007