TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

TITLE: Middle/High School Principal | **CLASSIFICATION: Certificated**
DEPARTMENT: School Site | **RANGE: 4/3 on ATM Salary Schedule**

SUMMARY: Under the direction of the Superintendent, serves as the educational leader and chief administrator of a middle school (7th/8th) or high school (9th-12th); coordinates all aspects of the instructional program; organizes, directs, supervises and evaluates site personnel; participates in staff, student, and community activities; oversees school site operations.

Educational Leadership

- Establishes a shared inspiring vision for the secondary level that is aligned with the Travis Unified School District (TUSD) goals, Local Control Accountability Plan, vision and policies of TUSD
- Serves as the instructional leader for the school site, including: maintaining school-wide focus on high standards of student achievement, ensuring coverage of California standards, managing processes for analyzing data to increase student achievement, and supporting all teachers in their professional development
- Provides leadership to the staff in determining the goals and objectives and identifying school needs as the basis for developing long and short range plans for school
- Oversees scheduling and implementation of a rigorous academic program for all students that provides educational opportunities to meet the district's vision and goal
- Drives and supports implementation of the District's LCAP, sets the tone and culture of the school, and ensures school-wide accountability for student achievement
- Acts as a resource to all staff in the development and implementation of effective research-based programs through formal and informal structures in order to make positive, innovative changes over time while maintaining program continuity, quality, rigor and comprehensiveness
- Coordinates the student placement process to encourage the optimum growth and makes periodic student appraisal of progress
- Demonstrates innovation, leadership and expertise specifically in research based pedagogy toward rigor and academic achievement
- Partners with other district principals and schools in educational initiatives, grants, and specialized support and volunteer programs to meet the unique needs of the school community
- Oversees WASC accreditation process (high school only)
- Other duties as assigned by Superintendent or designee

School Culture

- Creates an engaging and positive school culture and climate that supports student learning and is inclusive of all stakeholders
- Develops a sense of equity and community that fosters a rich and supportive school environment that ensures school-wide management systems that are respectful and supportive
- Facilitates a caring learning community where students and adults feel safe, connected and respected.
- Facilitates a climate that values individuality, equity diversity, respect, participation, fairness and

mutual responsibility

Management & Organization

- Establishes and develops a strong site professional learning community to engage all staff, students and community in the school and district vision
- Responsible for all day-to-day school operations including setting and maintaining a balanced budget, managing federal, state and local compliance and ensuring a safe and smooth functioning school environment
- Supervises school facilities and ensures excellent facility operations and management
- Plans, supervises and directs the business operation of the school in accordance with district policies and procedures
- Supervises all professional, paraprofessional, administrative, and non-professional personnel assigned to the school
- Provides oversight of all student activities; delegates supervision to other staff as appropriate
- Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff
- Evaluates all staff members regarding their individual and group performance
- Creates and implements Master Schedule that maximizes student learning
- Conducts regular staff meetings for the proper functioning of the school
- Serves, as needed, as a member of certain District committees and attends such committee meetings as directed by the Superintendent
- Delegates authority to key personnel to assume responsibility for the school in the absence of the principal

Parent & Community Engagement

- Develops and maintains an atmosphere of respect, transparency, confidentiality and trust
- Actively engages parent participation, cooperation and support for student achievement
- Creates and promotes a wide range of options and opportunities for parents to be valued partners in their child's education and the school
- Interacts with parents on a regular basis and maintains a variety of communication methods to provide timely and important information
- Plans and/or conducts regular parent meetings, trainings and information sessions
- Establishes and maintains positive relationships with community groups, collaborative partner organizations and individuals to build support and understanding for student achievement, school objectives and District goals
- Attends special events held to recognize student achievement, and attends school sponsored activities, functions and athletic events
- Assumes responsibility for all official school correspondence and news releases

MINIMUM QUALIFICATIONS

- Clear California Teaching & Administrative Services credentials
- Master's Degree (MA or MS) preferred in Education, Curriculum & Instruction, or Educational/Organizational Leadership
- Minimum of five (5) years of successful classroom teaching experience
- Minimum of three (3) years successful organizational or educational leadership experience in a diverse environment as principal; or equivalent educational experience
- Experience leading adults to accomplish ambitious goals in the face of multiple challenges
- Demonstrated ability to affect positive organizational change
- Experience leading professional development & engaging community partners

OTHER QUALIFICATIONS

- Passion for rigorous education and knowledge and understanding of the needs of students from all experiences, languages and backgrounds
- Knowledge of California public school policies, requirements, accountability systems, resources and organizations
- Knowledgeable of using results-oriented planning, research-based best practices, data analysis protocols and management tools
- Dedication to working closely and cooperatively in a community-based organization with diverse staff, students, families and partnerships
- Flexible and adaptable to change with the necessary skills to work in a creative and demanding learning environment including the ability to problem-solve and manage ambiguity and adversity
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work as a team
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- Computer-literate and comfortable with acquiring new technology skills