



PRINCIPAL COMPREHENSIVE HIGH SCHOOLS

Board Revision Date: 06/17/24

BRIEF DESCRIPTION OF POSITION

The Principal, under the supervision of the District Superintendent, provides collaborative instructional leadership and effective site management in support of an equitable high-quality educational program for all students. The Principal sets high expectations and provides appropriate support to students and staff, and creates a learning environment that improves achievement and supports mastery of the California Standards for all students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, and Economically Disadvantaged Youth. The Principal establishes and sets a vision, mission, and priorities through collaborative planning processes and organizes and implements the school plan by developing a highly effective team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitates, develops, articulates, and implements an equitable high-quality educational program for all students. Sets high expectations and provides appropriate support to students and staff, and creates a learning environment that improves achievement and supports mastery of the California Standards for all students including English Learners, Foster Youth, Homeless Youth, Migrant Youth, Students with Disabilities, LGBTQ+ students, traditionally underrepresented students, and Economically Disadvantaged Youth.
2. Effectively manages available budgets and other resources to support improving the instructional program, improving student achievement, and improving the campus facilities.
3. Provides oversight and support for the implementation of State Board of Education adopted California Standards and the California Assessment of Student Performance and Progress.
4. Communicates the school's vision, mission, and priorities to students, staff, parents and community and encourages constructive relations among them.
5. Collaborates with families, parent organizations, booster clubs and community members, and responds to diverse community interests and needs.
6. Takes immediate and appropriate action when a complaint is brought to his/her attention and fully investigates as required by state and federal law while maintaining the right to privacy and due process for any students or employee subject to investigation.
7. Supervises and evaluates Certificated and Classified Staff.
8. Provides leadership, oversight, and support for the ACS/WASC and/or IB accreditation/ authorization process if applicable.
9. Ensures the school's compliance with all IB program requirements, including implementation, curriculum, assessment, and development, if applicable.
10. Provides leadership, support, and oversight for site-based counseling and wellness programs and other student support programs and projects including, but not limited to: school culture, behavioral interventions, social and emotional support, and systems of positive behavior.
11. Examines student work, student achievement data, and other available data to identify areas for instructional improvement.
12. Provides leadership, oversight, and support for the development of the Master Schedule to ensure that students have equitable access to a rigorous curriculum including a path to college and career readiness that satisfies the UC/CSU A-G college entrance requirements.
13. Monitors curriculum implementation and instructional practices on a daily basis.
14. Maximizes the Full Time Equivalent (FTE) allocation to meet the needs of the instructional program through a student demand-based Master Scheduling process.

15. Implements terms of employee bargaining agreements and seeks Human Resources support to clarify and resolve potential issues and concerns.
16. Contributes to contract negotiations for both certificated and classified personnel by supplying information, data, suggestions and reactions as requested.
17. Provides leadership, support, and oversight for evaluating program effectiveness, required program monitoring, and compliance with federal, state, and local regulations.
18. Works collaboratively with District and site staff to ensure the success of the special education programs.
19. Provides leadership, support, and oversight of the student activities program and including oversight of appropriate state and District accounting procedures for student activities budgets.
20. Recommends highly qualified and outstanding candidates for Certificated and Classified employment to the District.
21. Provides leadership, support, and oversight for the development and implementation of the Safe School Plan and the District's disaster and safety preparedness plan.
22. Participates actively in professional organizations.
23. Demonstrates creativity, initiative, flexibility, ingenuity, and sincere concern in the resolution of issues significant to the school and community.
24. Performs other duties as assigned.

REQUIREMENTS

- WORK YEAR:** Certificated Management Work Year; 223 days
- CREDENTIAL:** Current valid Teaching Credential and Current valid Administrative Credential.
- EDUCATION:** Master's degree in education or related field from an accredited college or university
- EXPERIENCE:** Five years successful experience as a certificated teacher required); Successful experience as a school site administrator (preferred); Extensive experience working with diverse student populations.
- OTHER:** Bilingual in Spanish (strongly preferred); Knowledge of Mixteco, Tagalog, and other world languages (preferred).
- SALARY:** Certificated Management Salary Schedule
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance + Car Allowance + Doctoral Stipend (for a verified earned doctorate)