

Position: High School Principal	FLSA: Exempt
Department: Educational Services	Salary Grade: Administrative
Reports to: Director of Secondary Education	

OVERALL OBJECTIVE AND SUMMARY

Under the direction of the Director of Secondary Education, serve as the educational leader and chief executive of a comprehensive high school. It is expected that the high school principal shall maintain a safe, caring, student-centered environment that promotes high standards for all students and staff. The principal shall serve as a positive role model and communicate openly with the staff and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for administering, directing, and managing the educational programs aligned with the California State frameworks.
- Responsible for creating an environment in which cultural diversity is respected.
- Establish a plan to address the achievement gap.
- Responsible for managing school site budget.
- Establish a clear discipline plan that values learning in the classroom and respect for all people on campus.
- Oversee the development and administration of school plans and organizational procedures.
- Develop and administer Western Association Schools Commission accreditation document, including implementation of findings.
- Take leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.
- Create a culture of engagement for all students and staff.
- Work cooperatively with other school and district administrators in the development of coordinated programs for students.
- Take responsibility for the appropriate utilization of staff and special programs to meet the individual needs of students.
- Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Organize, supervise, implement, and evaluate all educational programs at the school in accordance with district-wide goals eradicating the achievement gap, instructional priorities and NCLB standards and guidelines.
- Implement the collective bargaining contracts for certificated and classified employees.
- Analyze student performance data in relation to CAHSEE, high school dropout rates and CST's.

- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators.
- Communicate with teachers to assure instructional programs meet student needs, state standards and graduation requirements.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with state and federal laws/regulations and district regulations.
- Lead curriculum development and instructional methodology.
- Coordinate and provides direction/supervision for the school's co-curricular and extra-curricular activities which include but are not limited to:
 - Student activities
 - Athletics
 - Performing arts
 - Assemblies
 - Clubs and student associations
 - School publications
 - Student fund raising
- Maintain a Student Assistance Program, including counseling, conflict resolution and referrals to appropriate agencies.
- Develop and implement a system through which the educational program and activities of the school are regularly communicated to parents.
- Maintain a safe and clean school facility by regularly inspecting and communicating needs to the appropriate school and District staff.
- Delegate functions and responsibilities to the assistant principals in such a manner that the total program operates effectively; provide training for the assistant principals' professional growth
- Performed related duties as assigned.
- QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a public school.
- Curriculum concepts and materials pertinent to high school education.
- Standard and alternative learning theories.
- Instructional methodology.
- Effective student disciplinary and control procedures and practices.
- Management skills to analyze programs, policies and operational needs.
- Principals and practices of program development and administration.
- Principles and practices of budget administration and monitoring.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Education Code and District policies.
- Operation of computer and assigned software.

Ability to:

- Cope with emergency situations.
- Plan, organize, direct and coordinate the work of certificated and classified staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the assigned school.
- Identify and respond to community and District issues, concerns and needs.
- Develop and administer District and school goals, objectives and procedures.
- Work effectively with all segments of the educational community and general public.
- Work effectively with diverse socio-economic and multicultural community.
- Communicate effectively orally and in writing.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Prepare clear and concise reports.
- Administer and monitor the budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate current instructional methods and techniques.
- Demonstrate multicultural sensitivity and competence.

PHYSICAL ABILITIES

This position requires:

- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Bending at the waist or kneeling to retrieve supplies or other materials.

EDUCATION AND EXPERIENCEExperience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible teaching experience, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work or a related field.

LICENSES AND CERTIFICATES

Valid California Administrative Services Credential