

PRINCIPAL

Definition:

Serves as the instructional leader and chief executive of the school; responsible for the administration of school and District-initiated programs involving curriculum, budget, operations, guidance, students, and staff. Actively participates in the formulation and implementation of District policies; and provides direction in establishing liaison with the community.

Directly Responsible To:

Assistant Superintendent, Elementary Instruction, or Assistant Superintendent, Secondary Instruction (in accordance with areas of defined responsibility).

Qualifications:

Credential

Possession of a valid administrative credential, with authorization to serve as a school principal issued by the State of California.

Experience

A minimum of five years credentialed experience, with some administrative experience preferred.

Education:

An advanced degree from an approved institution is not required but is desirable.

Typical Duties and Responsibilities:

1. Instructional Services

Develops school plans and organizational procedures for the delivery of a program that includes student body activities governance and extra curricular activities.

Demonstrates interest in and concern for students in their curricular and co-curricular activities.

Provides leadership to the staff for determining objectives, identifying needs, and setting targets as the basis for developing long and short-range plans.

Utilizes Effective Schools Research, WASC, and State Quality Indicators to organize and implement the District approved curriculum.

Provides leadership in the implementation of and compliance with all State and Board approved categorical programs (i.e., GATE, SIP, Chapter I).

Participates in the development and implementation of District approved curriculum programs as they relate to the needs of the individual school.

Makes scheduled appraisals of pupil progress.

PRINCIPAL (continued)

2. Fiscal Services

Plans, supervises, and directs the business operations of the school, including budget administration within allocated funds, in accordance with District policies, procedures, and State Education Code, regulations, and handbooks.

Maintains a current inventory of school property.

Maintains student body accounting, in compliance with District policy and Education Code.

3. Operations

Establishes an administrative organization with clearly defined lines of responsibility with the necessary delegation of authority.

Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds, and community resources.

Interprets and implements District policies in individual schools.

Plans, coordinates, and reviews the work of special program staff and support personnel.

Interprets and applies federal, state, and county laws, as well as school district policies, regulations, and procedures at the school site.

Directs site operations staff to maintain a safe, attractive school plant, and maximum life for the facility and equipment.

Demonstrates effective planning of workload to meet projected deadlines and responsibilities.

Attends assigned conferences and meetings.

4. Student Welfare

Plans, coordinates, and evaluates the total program of pupil services, including guidance, counseling, and student discipline.

Provides due process for students.

Provides a safe and appropriate learning environment.

Develops and administers supervision schedules (to include such items as extracurricular activities, fire and disaster drills, bus supervision).

5. Communications

Maintains effective communication with parents about programs and individual pupil progress.

Develops and disseminates student and staff handbooks.

PRINCIPAL (continued)

6. Personnel

Assists in the screening and interviewing of candidates and recommends the appointment and assignment of staff members to the Assistant Superintendent, Human Resources.

Identifies, provides, assigns, and coordinates in-service opportunities for personnel within the school.

Demonstrates professional knowledge of significant trends in areas of assigned responsibility and makes recommendations for appropriate implementation.

Works cooperatively with and supports other members of the District administrative staff.

Provides willing assistance to individual staff members.

Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual staff members with leadership potential.

Provides co-administrators and other personnel a diversity of planned responsibilities with commensurate authority which will afford an appropriate experience base to qualify for advancement within a reasonable period of time.

Provides for human relations program in order to maintain high morale of the staff.

7. Community Relations

Carries out a program of community relations as a means of interpreting and furthering the program through parent clubs, parent/teacher association, and other community organizations.

Utilizes the media to inform the community of school programs and accomplishments.

Interacts with community agencies and organizations as a representative of the District.

8. Other Duties

Willingly accepts special assignments outside the scope of the Position Classification responsibilities, and works effectively to complete the tasks.

Performs other duties as assigned.