

## MANAGEMENT JOB DESCRIPTION

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### PRINCIPAL II

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#### **JOB SUMMARY:**

Under the supervision of the Superintendent and in accordance with the California Professional Standards for Educational Leaders (CPSEL), serves as the educational leader and chief executive of the school.

#### **ESSENTIAL JOB FUNCTIONS:**

##### **STANDARD 1: Development and Implementation of a Shared Vision**

- 1A: Student-Centered Vision: Shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.
- 1B: Developing Shared Vision: Engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.
- 1C: Vision Planning and Implementation: Guide and monitor decisions, actions, and outcomes using the shared vision and goals.

##### **STANDARD 2: INSTRUCTIONAL LEADERSHIP**

- 2A: Professional Learning Culture: Promote a culture in which staffs engage in individual and collective professional learning that results in their continuous improvement and high performance.
- 2B: Curriculum and Instruction: Guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.
- 2C: Assessment and Accountability: Develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes, and student learning.
- 2D: Analysis: Initiates needs analysis and, with the staff, plans and implements a framework for curriculum.
- 2E: Monitor: Keeps apprised and monitors social and technological developments regarding curriculum.

##### **STANDARD 3: MANAGEMENT AND LEARNING ENVIRONMENT**

- 3A: Operations and Facilities: Provide and oversee a functional, safe, and clean learning environment.
- 3B: Plans and Procedures: Establish structures and employ policies and processes that support students to graduate ready for college and career.
- 3C: Climate: Facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.

- 3D: Fiscal and Human Resources: Align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.
- 3E: Recruitment: Determines staffing needs, coordinates interviews and recommends staff for employment.
- 3F: Work Assignments: Provides, directs and manages work assignments to staff and directs their activities.
- 3G: Evaluation: Develops and evaluates the performance of staff. Provides feedback on performance and arranges for remedial assistance.
- 3H: Training: Ensures training of all regular staff on skills for collaboration, teaming, consulting and conflict resolution.

#### **STANDARD 4: FAMILY AND COMMUNITY ENGAGEMENT**

- 4A: Parent and Family Engagement: Meaningfully involve all parents and families, including underrepresented communities, in student learning and support programs.
- 4B: Community Partnerships: Establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.
- 4C: Community Resources and Services: Leverage and integrate community resources and services to meet the varied needs of all students.

#### **Standard 5: ETHICS AND INTEGRITY**

- 5A: Reflective Practice: Act upon a personal code of ethics that requires continuous reflection and learning.
- 5B: Ethical Decision Making: Guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.
- 5C: Ethical Action: Recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication, necessary to consistently make fair and equitable decisions on behalf of all students.

#### **STANDARD 6: EXTERNAL CONTEXT AND POLICY**

- 6A: Understanding and Communicating Policy: Actively structure and participate in opportunities that develop greater public understanding of the education policy environment.
- 6B: Professional Influence: Use their understanding of social, cultural, economic, legal, and political contexts to shape policies that lead to all students graduating ready for college and career.

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- 6C: Policy Engagement: Engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.
- 6D: Collaboration: Collaborates with other district administrators in assessing and recommending district programs and services.

### School Duties:

- Serves as an administrative leader of the program providing continuous supervision and evaluation of instructional programs and personnel.
- Creates professional development throughout the year for staff as well as individual professional development plans.
- Participates in the selection of new personnel and makes recommendations as requested regarding promotions, reassignments, and discipline.
- Organizes, supervises and directs the learning program curriculum and related instructional programs; participates in the development of virtual learning and alternative learning programs; assures proper communication of programs to administrators, parents and the community; develops and leads advisory councils and committees to support school programs.
- Works closely with the special education department to oversee 504 plans, IEP plans, and response to intervention programs.

### Other Duties:

- Creates opportunities for connecting with families and teachers.
- Work collaboratively with other programs within the larger organization to streamline and improve programs for all students and staff.
- Perform other duties as assigned.

### ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Credentials:
  - Administrative Services Credential, California
  - Special Education, Multiple Subject, or Single Subject
- Education:  
Master's Degree in Educational highly desirable.
- Experience:  
Minimum of 5 years experience working with students in a school setting as a teacher, psychologist or other credentialed area.

#### *Principal Salary Schedule*

*BOARD APPROVED:* 03/21/89  
*REVISION DATES:* 12/11/07  
12/18/19  
02/21/24