

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL/DIRECTOR

BASIC FUNCTIONS:

Under the direct supervision of the District Superintendent, the Principal/Director is responsible for educational leadership in an area related to the District educational program, as assigned by the Superintendent. At the school site the Principal/Director shall be responsible for the administration of the school including supervision of all school site certificated and classified employees. As a Principal/Director, duties shall include responsibility for a specific program area requiring coordination of planning, implementation, staff development, and program evaluation; supervision responsibilities include training, communications and administrative coaching in order to successfully implement a specific educational function.

PRINCIPAL REPRESENTATIVE DUTIES:

Serves as a District officer in communication between central administration and school staff; interprets and implements District policies. *E*

Provides instructional and curriculum leadership to the school staff. Identifies school needs and determines goals and objectives as the basis for developing long and short-range plans for the school. *E*

Plans, designs and implements the school's instructional programs; designs the school's grade level/interdisciplinary Support Team staffing patterns; orients assigned staff members; supervises and evaluates all assigned personnel; makes periodic classroom visits to supervise the instructional program; coordinates staff evaluations to assure alignment with District adopted curriculum and philosophy. *E*

Develops and manages the school's operating budget; identifies budget variances and prepares school budget or special funding reports as requested; maintains and controls the various local funds generated by student activities in accordance with policy; supervises the ordering of textbooks, supplies and equipment as necessary. *E*

Communicates with employees through various methods such as staff meetings, bulletins and personal contact; meets with assigned personnel to assist in resolution of problems and to develop instructional programs. *E*

Provides inservice training to certificated personnel and provides for appropriate training for all employees. *E*

Promotes a program of community participation and involvement with outside groups; makes presentations regarding school activities and programs; meets individually with parents and participates in parent meetings as appropriate.

Cooperatively develops and implements a school-wide discipline policy; approves and documents the suspension/expulsion of pupils. *E*

Coordinates activities which provide for successful articulation with elementary, middle, and high schools. *E*

Responsible for plant and grounds maintenance supervision and District transportation of students assigned to the school. *E*

Participates in ongoing process of professional development which strengthens or increases skills and job knowledge. *E*

Performs other duties as assigned. *E*

DIRECTOR REPRESENTATIVE DUTIES:

Directs the development of a program action plan in the specific area assigned as his/her responsibility. *E*

Directs planning, organization, and implementation of a specific aspect of the educational program. *E*

Directs procedures for evaluation, selection and procurement of resources when appropriate. *E*

Coordinates functions with an Advisory Council in the specific area of responsibility. *E*

Assists Administration and teachers in the development, selection and evaluation of learning resources. *E*

Provides resources and Administrative support through an effective interactive communication system. *E*

Coordinates the District Staff Development activities related to the specific educational component for which the Principal/Director is responsible. *E*

Coordinates content goals and objectives of the District's Educational Program with the Superintendent or designee. *E*

The administrator is to adhere to federal and state regulations, Board policies, and related administrative regulations, which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

KNOWLEDGE OF:

Current Educational Administrative principles including, but not limited to, supervision, evaluation and inservice.

Group facilitation techniques incorporating consensus decision making techniques.

ABILITY TO:

Maintain positive relationships with school and District personnel.

Manage complex administrative operations and to work with other administration.

Express ideas, thoughts, concepts in a concise and logical manner, both written and oral, in a variety of situations and circumstances.

Originate action and proceed independently, maximizing resources which includes motivating personnel.

Collect and analyze information and consider alternatives, predict and evaluate consequences.

Consistently makes sound decisions and has ability to build consensus.

EDUCATION AND EXPERIENCE

Appropriate California Teaching and Administration Credentials

Master's Degree

Successful teaching experience

School site administrative experience required

Demonstrates exceptional leadership, knowledge and understanding of a specific area for which the Principal/Director is responsible

Reflects strong management skills by maintaining and fostering high expectations and inspire creativity

WORKING CONDITIONS:

ENVIRONMENT

Typical school/office environment

PHYSICAL ABILITIES:

(Consideration will be given to reasonable accommodations, with or without the use of aids.)

Sufficient vision to read printed material

Sufficient hearing to conduct conversations, either in person or on telephone

Sufficient mobility to move about classroom and to homes

Ability to speak in an understandable voice with sufficient volume to be heard in a noisy classroom

Physical, mental, and emotional stamina to withstand rigor of classroom environment

Legal Reference: Education Code 35291

Policy Adopted: June 20, 2001