

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Position Description: High School Principal

A. PRIMARY FUNCTION:

To serve as the educational leader and chief executive of the school. Is responsible for the supervision and evaluation of certificated and classified staff, directs the operation of the school plant, oversees the coordination of staff and student programs and exercises leadership within the community. The Principal will serve on the Superintendent's Cabinet.

B. ASSIGNED RESPONSIBILITIES:

1. Evaluates all certificated and classified staff following District procedures and criteria.
2. Interprets and applies State, County, and school District laws, regulations, policies and procedures at the school site.
3. Directs and assists assigned staff in carrying out an effective instructional program.
4. Promotes the professional growth of assigned staff.
5. Develops and maintains effective school-public communication.
6. Directs the maintenance of the legal records necessary to meet established requirements.
7. Directs activities necessary to support a program of student counseling, discipline, health and guidance.
8. Interprets the school program and its curriculum to parents. Represents the school in professional and community groups.
9. Provides appropriate organizational systems and procedures for the efficient and effective operation of the school.
10. Coordinates support services and special programs.
11. Maintains a school climate that strongly reinforces teachers' achievements, good performance, and teachers' sense of their contribution to the profession.
12. Demonstrates a participative management style that involves teachers in making decisions that affect the organization of the school.
13. Assumes responsibility with the staff for directing the standardized testing program and for the evaluation of test results by grade level.
14. Coordinates school-based staff development programs which correlate with District goals and objectives.
15. Provides leadership for the School Improvement Program, specifically facilitating the direction of the School Site Council.

C. **DIRECTLY RESPONSIBLE TO:** The Superintendent

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D. **MINIMUM QUALIFICATIONS:**

1. Credential: Appropriate valid California Administrative Credential
2. Education: Master's Degree (minimum requirement)
3. Experience: At least five (5) years of increasingly responsible teaching and/or administrative experience in education.
4. Personal Qualities: Appearance, grooming, and personality which establish a desirable example for students. Ability to meet District standards for physical and mental health. Better than average recommendations from professionals who have observed his/her personal characteristics, scholastic attainment, and performance. Must possess mature judgement and ability to exercise individual initiative. be able to develop empathy with parents and students.