

CENTER UNIFIED SCHOOL DISTRICT

Job Description

TITLE: HIGH SCHOOL PRINCIPAL

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct the instructional programs, operations, plant and personnel for a comprehensive high school (9-12); assume safe and positive learning environment for the students and staff.

ESSENTIAL FUNCTIONS:

Plan, organize, control, direct and evaluate instructional activities, extracurricular events, special programs and plant operations at a comprehensive high school; confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement, modify and evaluate the school's mission, vision, goals, objectives and programs as needed.

Interview, select, direct and evaluate certificated and classified personnel; assign faculty including vice principals, counselors and other staff as appropriate to meet school objectives.

Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.

Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.

Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.

Analyze data and develop and implement plans for instructional improvement growing out of program assessment.

Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to ensure instructional programs meet student needs and District requirements.

Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.

Coordinate the maintenance and operations of the school plant; ensure proper management, maintenance and inventory of materials, equipment, building and grounds.

High School Principal cont.

Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.

Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; conduct student/parent appeals; attend IEP and other meetings as assigned; respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions; participate in PQR and WASC activities.

Provide for the development and implementation of class schedules.

Develop and administer school plans and organizational procedures, including student activities and discipline procedures; promote a healthy and safe student learning environment; ensure compliance with established District policies and procedures.

Plan, coordinate and evaluate the total program of pupil services, including guidance and counseling.

Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general community.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Comprehensive organization, activities, goals and objectives of a comprehensive high school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Management skills to analyze programs, policies and operational needs.
- Board and District policies, procedures and regulations.
- Labor relations law and employee contracts.
- State plant facility requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Basic computer operation.

ABILITY TO:

- Plan, organize, and direct the operations, plant and personnel of comprehensive high school.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.

High School Principal cont.

- Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communication and articulation.
- Train, supervise and evaluate certificated and classified personnel.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Delegate authority and responsibility.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Develop and administer District and school goals, objectives and procedures.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual and regular attendance.
- Maintain effective audio-visual discrimination and perception for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment

LICENSES AND OTHER REQUIREMENTS:

California Teaching Credential.

California Administrative Credential or Certificate of Eligibility.