

**Job Description**

**Title:**

High School Principal

**Basic Functions:**

Serve as the educational leader and chief executive of the school; responsible for the operation of the school plant; participate in staff and student activities and be responsible for school-community leadership and related partnerships.

**Supervision:**

Reports to Superintendent. Supervises teachers, site-specialists, paraeducators and/or other classified personnel.

**Physical Characteristics:**

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

**Working Conditions:**

School site office environment/campus.

**Minimum Qualifications**

Valid supervision or administration credential applicable to K-12 principalship; completion of at least five years of successful teaching experience; possession of a master's degree from an accredited institution; demonstration of expertise in the area of curriculum and instruction; previous experience in school administration preferred; qualities essential for leadership of faculty and student body, for teamwork with administrative colleagues and for confidence from school patrons, the Board of Education and the community.

**Representative Duties:**

1. Working relationships with district office
  - a. Works with the school board, superintendent and district office staff in defining, coordinating, interpreting, and implementing the educational policies.
  - b. Consults with central office staff on educational and organizational matters.
  - c. Serves as liaison between the school, the district office and the community.
  - d. Collects and interprets statistical information as requested.
2. Climate
  - a. Employs techniques that encourage optimism and growth among staff and students.
  - b. Employs procedures for developing organizational goals and plans in a collaborative and participatory atmosphere.
  - c. Mediates conflict situations with students, parents, teachers and community members.
  - d. Applies participatory decision-making models and develops systematic approaches to problem solving.

- e. Improves formal and informal communication processes.
- 3. Management
  - a. Establishes and maintains continuous improvement of school operations.
  - b. Applies appropriate, efficient and widely supported decision-making models.
- 4. Financial Management
  - a. Manages the school's financial resources.
- 5. Community Services and Community Relations
  - a. Plans and implements public relations programs with the community.
  - b. Mediates disputes between parents, teachers, staff and students.
  - c. Identifies community concerns/problems that affect the school.
  - d. Hears and resolves parent complaints.
- 6. Pupil Support
  - a. Utilizes counseling techniques with students.
  - b. Conducts studies that discover causes for difficulties and failures experienced by students and leads in finding solutions.
  - c. Promotes positive student adjustment to school life.
  - d. Utilizes procedures and all available resources in an effort to achieve regular attendance.
  - e. Promotes a safe, orderly and secure school environment.
  - f. Develops positive and caring relationships with the students by demonstrating sincere interest in their welfare.
  - g. Maintains ongoing and effective communication with parents.
  - h. Cares for the protection and physical welfare of the students.
  - i. Supervises the support services of the school.
- 7. Student Activities
  - a. Administers all student activities of the school.
  - b. Develops and maintains standards for participation in student activities.
  - c. Evaluates the student activities program.
- 8. School Plant Organization and Management
  - a. Anticipates school equipment and facility needs in developing school programs.
  - b. Regularly inspects school facilities and reports/corrects problems.
  - c. Manages and operates the plant and its facilities.
  - d. Maintains a current inventory of equipment, furniture and supplies of the school.
- 9. Personnel Administration
  - a. Supervises the school staff and implements/complies with employee contracts.
  - b. Provides guidance and support to the staff.
  - c. Regularly evaluates and promotes the development of school staff.
- 10. Instructional Leadership
  - a. Encourages interest and involvement in the teaching profession.
  - b. Assists teachers in developing goals and objectives.
  - c. Organizes and facilitates inservice training programs.
  - d. Encourages school program innovations and creative educational approaches.
  - e. Supervises instruction.
- 11. Evaluation and Planning of the Educational Program
  - a. Provides leadership in the development of curriculum and instruction.
  - b. Reviews the students' educational needs with the help of parents, teachers and students.
  - c. Provides direction and guidance to his/her teachers in developing curricula.
  - d. Ensures academic achievement standards are maintained.
- 12. Research and Development Projects

- a. Develops educational improvement plans by involving parents, teachers, students and central office personnel.
  - b. Encourages and supports educational research.
  - c. Encourages and supports ongoing innovation and program development.
13. Other duties as assigned.

The VUSD Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.