

JOB DESCRIPTION

TITLE: Principal, Grades 6-12

CLASSIFICATION: Certificated

REPORTS TO: Assistant Superintendent, Educational Services

DESCRIPTION:

Having responsibility for entire school program including curriculum and instruction, co-curricular, athletics and activities programs; supervising and evaluating faculty and classified staff; maintaining a safe environment for students and employees; developing curriculum for all grade levels; and participating in school and district programs, and community organizations.

PERFORMANCE RESPONSIBILITIES:

- * Managing responsibly the overall operation of the school.
- * Developing and maintaining a humane, efficient, effective, educational environment in which students are learning a challenging curriculum and are having their social and emotional needs met.
- * Developing, implementing, and evaluating the educational goals for the instructional program.
- * Developing and implementing an evaluation program to ensure that staff members are performing to the highest degree possible.
- * Supervising, coordinating and evaluating all professional, paraprofessional, administrative, and classified staff assigned to the school.
- * Supervising, in conjunction with the Human Resources Division, the recruiting, screening, hiring, assigning, and training of school staff.
- * Developing, implementing and monitoring the annual school budget.
- * Developing and maintaining a system of student attendance, conduct, and discipline which complies with district parameters and procedures.
- * Preparing and submitting reports as required by district, state, and federal mandate.
- * Serving as liaison between the school and parent and community groups.

- * Fostering and promoting parent and community support through the school site council, parent/faculty clubs and booster clubs.
- * Supporting high staff performance through attendance at functions and modeling high standards, advising staff and giving praise and evaluative feedback, and by holding staff accountable for their areas of responsibility.
- * Overseeing and managing educational support services including, but not limited to, special education, counseling services, English as a Second Language, Gifted and Talented Education, School-Based Coordinated Program, and various other opportunities.
- * Overseeing and managing site grounds and maintenance schedules and needs.
- * Providing staff with opportunities for professional development and implementation of curriculum.
- * Interpreting and managing the certificated and classified collective bargaining agreements.

QUALIFICATIONS:

- * Master's degree (emphasis in Educational Leadership or Organizational Leadership preferred)
- * Administrative credential
- * Three years of successful administrative experience

TERMS OF EMPLOYMENT:

212 days, Management Salary Schedule (grades 6-8) 220 days, Management Salary Schedule (grades 9-12)

BOARD APPROVED 1/24/95

jobdesc\princ.612