



RUSD

**RIVERSIDE UNIFIED
SCHOOL DISTRICT**

TITLE: PRINCIPAL, HIGH SCHOOL

WORK YEAR: 221 Days

REPORTS TO: Superintendent

EDUCATION AND EXPERIENCE:

- Valid California Teaching Credential with English Learners Certification
- Valid California Administrative Services Credential
- Master's Degree
- Minimum of 3 years of administrative experience preferred (site experience preferred as well)
- Minimum five years successful teaching experience working with a diverse socio-economic and multi-ethnic school population
- Must possess a valid driver's license
- Bilingual preferred

PRIMARY FUNCTION:

Under the direction of the Superintendent, serve as the site administrator and instructional leader of the High School according to the established philosophy, goals and policies of the Board of Education; administers school-wide curriculum and all phases of the instructional program and management of the facility. Improve the instructional program, oversee and participate in personnel management activities and functions, work with the community, manage the school, and oversee the activities of the school. The principal will provide leadership in the development, implementation and facilitation of the strategic support structure necessary to ensure student achievement and facilitate accomplishment of board priorities, increased student learning, and improved state indicator metrics.

REPRESENTATIVE DUTIES:

- Organize, supervise, implement and evaluate all educational programs at the school site in accordance with district-wide goals, instructional priorities, Federal and State standards and guidelines.
- Provide instructional leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range goals and plans.
- Designs, plans and allocate resources to improve student learning.
- Increase student learning outcomes and improve state indicators by creating and leading a school culture designed to meet all student needs.
- Arrange for regular evaluation of school programs.
- Develop, implement and evaluate school reform initiatives.
- Develop and implement district and/or state-funded career partnership academies

and other school-to-career programs.

- Establish and coordinate partnerships and grants that support efforts to integrate vocational and academic programs.
- Collect and analyze student achievement data for the purpose of instructional program improvement.
- Develop, implement, and evaluate instructional programs to meet the diverse needs of students and which result in increased student achievement.
- Coordinate the selection and evaluation of personnel; establish procedures for the implementation of new personnel policies and interpret policies to staff members; assist the staff in understanding individual rights and responsibilities.
- Serve as liaison and represent the interests of assigned staff to the Superintendent, the Board, and the community.
- Supervise and evaluate the performance of all school site personnel in accordance with the District's adopted evaluation process.
- Work with parents and citizens in educational planning according to established policies; work with staff in initiating and scheduling parent visitations to schools and parent-teacher conferences.
- Maintain current knowledge of the structure of the community.
- Work with staff in establishing effective communications within the community and encourage participation in community activities.
- Establish a program of community relations to support and communicate the educational goals to parents, community organizations, and the public.
- Plan, develop, maintain and oversee the Single Plan for Student Achievement (SPSA) and the school's budget.
- Provide leadership in developing and implementing District policies, goals and objectives.
- Provide a safe and orderly environment for staff and students, and establish and maintain an effective learning climate.
- Attend various student functions taking place during the school year.
- Work with parents, staff and students in developing procedures to alleviate potential local and District problem areas.
- Serve as a member of the District Expulsion Hearing Panel.
- Work with District and school staff to develop the use of technology for instruction, research, data management and information retrieval.
- Perform other related functions as assigned.

KNOWLEDGE AND ABILITIES:

- Comprehensive organization, activities, curriculum development, supervision, goals and objectives of a High School
- School law administration and applicable sections of the State Education Code; Board and District policies
- Current trends in educational materials
- Current principles and practices of instructional and training methodologies for a broad variety of student learning aptitudes
- Budget planning, development and administration practices
- Research and report preparation techniques

- Analyze problems, identify potential solutions and make appropriate and effective decisions
- Communicate effectively both orally and in writing
- Interpret, apply and explain rules, regulations, policies and procedures
- Work in a diverse socio-economic and multicultural community
- Operate a computer and job-related equipment
- Maintain consistent, punctual and regular attendance.
- Work independently with little direction
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships

WORKING CONDITIONS:

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical, mental and environmental requirements (reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions):

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – frequently
- Ability to work at a desk and in meetings of various configuration