

LODI UNIFIED SCHOOL DISTRICT
1305 East Vine Street, Lodi, CA 95240

Job Description: PRINCIPAL, HIGH SCHOOL

Classification: Management

Work Year: 222 Days

Salary: LUSDAA Salary Schedule

Department: Assigned School Site

Reports To: Assistant Superintendent
Secondary Education

Supervises: Certificated and Classified
Staff

PRIMARY FUNCTION: To serve as the educational leader and chief executive of the school; is responsible for the direction, assessment, and evaluation of student progress, of the performance of certificated and classified staff, of the operation and maintenance of the school plant, participation in staff and student activities, and community leadership. The Board of Education designates this position as Management.

SUPERVISION RECEIVED AND EXERCISED: Under the immediate direction of Assistant Superintendent, Secondary Education.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing, long and short range plans for the school.
- Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
- Makes periodic appraisals of pupil progress, analyzes the data; disseminates the information, consults with all interested parties and facilitates appropriate strategies for improvement.
- Interprets and implements the district-approved curriculum program in light of individual school needs.
- Interprets and informs staff and students as to state, county, and school district laws, regulations, policies and procedures at the school site.
- Assigns, directs, and assists staff in carrying out effective instructional programs.
- Assigns all students in such a way as to encourage their optimum growth.
- Establishes standards of competence and promotes the professional growth of assigned staff through personal counseling and participation in study, conferences, and committees with staff.
- Identifies, provides, assigns, and/or coordinates inservice growth opportunities for school personnel.
- Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
- Plans, coordinates, and evaluates the program of pupil services including guidance and counseling.

- Plans, supervises, and directs the business operation of the school in accordance with district policies and procedures.
- Carries out a program of community relations as a means of interpreting and furthering school programs through parent clubs and other community organizations.
- Serves as liaison in communication between central district administration and certificated and classified employees in the school, and interprets and implements district policies.
- Administers adjunct activities necessary to support the educational program of the school.
- Is responsible for regular input to the district negotiating team on matters that relate to his/her office.
- Is responsible for participation and has significant direct involvement in formulating district policies which relates to his/her office.
- Regularly attends meetings to discuss progress or matters pertaining to negotiations with employee groups.
- Is responsible for preparation of the district budget pertaining to his/her office.
- Is regularly involved in district curriculum development determination and program offerings.
- Is expected to use initiative and independent judgment in carrying out his/her duties.
- Is responsible for developing and implementing programs for his/her office which are in harmony with and supportive of district policies and programs.
- Is responsible for administering that portion of the district budget which relates to his/her office or position.
- Is responsible for allocation of district resources and personnel by way of implementing district policies and programs which relate to his/her office or position.
- Other duties as assigned by the Assistant Superintendent.

KNOWLEDGE AND ABILITIES:Knowledge of:

School law and applicable sections of the State Education Code and other applicable laws
State and local curriculum requirements
Board and District policies, procedures and regulations
Employee contracts
State requirements for site facilities
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 assigned site
Organize, direct, supervise and evaluate assigned certificated and classified staff

Direct activities regarding personnel, the physical plant, budget, students and activities, curriculum and instruction, and communications and articulation
Establish, coordinate and maintain communication with community and parent groups
Analyze situations accurately and adopt an effective course of action
Read, interpret, explain and apply rules, regulations, policies and procedures
Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE:

Three years experience in school administration. Bachelor degree from an accredited college or university required. Masters degree preferred.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential, CLAD Certification or equivalent and valid California driver's license.

WORKING CONDITIONS: Working conditions may include, but are not limited to, the following:
Environment:

Classroom, office or outdoor environment
Contact with hostile or abusive individuals with unpredictable behavior

Physical Abilities:

Hear and speak to communicate effectively in person and on the telephone
See to read, prepare documents and reports, and view a computer monitor
Dexterity of hands and fingers to demonstrate activities, prepare materials, and operate a computer keyboard
Sit or stand for extended periods of time
Bend at the waist to assist students
Reach overhead, above the shoulders and horizontally to retrieve and store files
Lift objects up to 25 pounds