

PRINCIPAL

PRIMARY FUNCTION:

Under the immediate supervision of the Assistant Superintendent of Learning Support, shall be responsible for the total education of the students in the school. The primary function of the Principal is to provide leadership to facilitate student learning.

Professional Responsibilities

1. Compile and analyze data, perform basic accounting and audit services as required for documentation and program planning.
2. Comply with all state and federal guidelines regarding implementation of Individualized Education Plans (IEPS) and 504 plans.
3. Implement District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
4. Maintain awareness and understanding of current educational trends and developments through professional literature, by attending conferences, site and District meetings.
5. Maintain personal standards of grooming and professionalism.
6. Maintain standard of promptness in carrying out assignments.
7. Meet professional standards required of all administrators as described in the California Professional Standards for Educational Leaders.
8. Participate in Instructional Leaders' Professional Learning Community work.

ESSENTIAL FUNCTIONS:

Instructional Management

1. Collect and analyze data to facilitate the development of Strategic, Measurable, Attainable, Results-oriented, Time-bound (SMART) goals and evaluate pupil progress and program effectiveness.
2. Develop and support the work of Professional Learning Communities.
3. Direct the instructional program by developing curriculum, determining student placement, scheduling classes, assisting with lesson planning and evaluating student progress.
4. Establish, communicate and promote high standards and expectations for all students and staff for academic performance and responsible behavior.
5. Provide instructional resources and materials to support staff in accomplishing instructional goals.
6. Provide leadership in the improvement of the total educational program by visiting classrooms, conferring with teachers, guiding curriculum improvement and assisting in the selection and use of instructional materials.

School Improvement

1. Collaborate with all stakeholders to create and communicate a common vision for school improvement; direct activities and programs to ensure attainment of school's mission.
2. Develop annual school performance goals, based on data, with input from stakeholders.
3. Establish permanent and temporary councils and committees deemed necessary for appropriate administration of policy and improvement of school programs.

Personnel Management

1. Adhere to contract agreements when establishing practices and solving problems.
2. Define expectations for staff performance with regard to instructional strategies, classroom management, and communication with the public.
3. Direct and supervise the activities of staff in the performance of their duties to ensure the educational program is implemented successfully.
4. Interview and select staff; orient new staff to the school vision, policies and instructional program.
5. Monitor employee performance, complete evaluation documentation, and follow due process in disciplinary matters.

Management of Fiscal, Administrative, and Facilities Functions

1. Administer and manage funds maintained by and/or derived from the school; compile and maintain all required documentation.
2. Operate a clean, orderly, and safe campus.
3. Report to a member of Cabinet any exceptional occurrence or situation (e.g., police lockdown, major student injury) as soon as possible.

Student Management

1. Engage in and/or closely supervise activities involving critical decisions such as placement of students, counseling matters, suspensions and other pupil/parent relationships that are delicate in nature.
2. Supervise the conduct of all classes; ensure fairness and equitability in dealing with student discipline; encourage good citizenship.
3. Use conflict resolution techniques and conduct conferences to resolve student and school issues with parents, students, and staff.

School or Community Relations

1. Encourage community and parent involvement through a wide variety of activities and opportunities.
2. Maintain visibility and accessibility to encourage communication.
3. Utilize to the fullest, all resources of the school system and the community in developing a highly effective educational program.

Professional Growth and Development

1. Confer with staff members regarding professional growth; support development and implementation of improvement goals.
2. Plan and provide professional development activities.

Other

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent of Learning Support.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability – Above average recommendations from administrative supervisors or other professionals who have observed the candidate’s personal characteristics, scholastic attainment, ability to communicate effectively and classroom performance.

EXPERIENCE:

Five years teaching experience in a public school setting. Participation in site leadership activities and/or administrative intern program preferred.

EDUCATION/CREDENTIALS:

Bachelor’s degree, including all courses to meet credential requirements. Teaching credential as established by the state and local governing boards. Appropriate Master’s degree and a Tier 1 Administrative Services credential.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Oral and written English communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Establish and maintain cooperative and effective working relationships with others.
- Work with a significant diversity of individuals and/or groups.

Maintain confidentiality and use discretion.

WORKING CONDITIONS:

Environment:

Indoor and outdoor work environment.

Physical Abilities:

Bending at the waist, kneeling, or crouching to assist students.

Following training, restrain students who are physically aggressive.

Hearing and speaking to exchange information and make presentations.

Lifting books, materials, equipment to execute lessons and presentations.

Seeing to read, prepare and review a variety of activities and to monitor student activities.

Sitting or standing for extended periods of time.

Walking extended lengths to move around campus and community.

Hazards:

Potential exposure to communicable diseases and contact with blood and other body fluids.

Potential exposure to physical injury from aggressive behavior.