



November 2022

Revised Job Description
Board Approval: December 12, 2022

School Principal, 9-12

Definition:

Responsible for the overall administration of a high school, grades 9-12, including the direction and supervision of the educational program, curriculum development, guidance services, public relations, personnel and business management. The high school principal plays a pivotal role in raising student achievement, fostering leadership and decision-making among all members of the school community, and establishing a student-focused environment in the school.

Essential Duties and Responsibilities:

- Communicate with school and District staff, parents and the community regarding selected educational policies, programs and operational procedures of the school.
- Provides oversight for the high school accreditation program.
- Assists school staff to develop responsible student citizenship.
- Initiates, implements, coordinates and evaluates plans and procedures for revising, updating and refining the educational programs and operations of the District under his/her direction including appropriate in-service activities.
- Responsible for interpreting and communicating the District and school educational program to staff, parents, and community.
- Maintain good relationships with students, staff, and parents.
- Work closely and cooperatively as a member of the district management team.
- Plans, organizes, staffs, directs, and controls all programs of instruction in the school.
- Selects, assigns, in-services and evaluates all assigned personnel.
- Evaluates all school instructional programs and related conditions requisite to the ultimate achievement of District goals.
- Works cooperatively with other departments and division heads to ensure support and articulation for the operation of the school in its relationship to District adopted goals.
- Establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classifications.
- Develop school goals and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- Assesses, interprets, and resolves problems calling for immediate action in areas not specifically treated by program, policy, or regulation for law.
- Identify the annual objectives for the instructional, extracurricular, and athletic programs of the school.
- Direct and coordinate the program of articulation/registration with feeder schools, and the school orientation program for new pupils.
- Encourage the use of community resources, cooperate with the community in the use of school facilities, interpret the school program for the community, and maintain communication with community members.
- Interpret, support, implement and adhere to the policies and regulations of the Board

of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations as well as District procedures and bargaining contracts.

- Adheres to the District's evaluation guidelines and procedures.
- Carries out other duties and responsibilities as directed.

Required Qualifications:

- Five years teaching in education.
- An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
- A valid Administrative Services Credential authorizing K-12 service.
- School administrative experience.

Preferred Qualifications:

- Three - Five years Secondary School administrative experience.
- An earned doctorate degree in educational leadership from an accredited college or university.
- Bilingual, preferably in Spanish or Mandarin

Knowledge of:

- Comprehensive organization, activities, goals, and objectives of a school.
- Applicable federal, state, and county laws, codes, regulations, policies, and procedures.
- State and local curriculum requirements.
- Board of Education policies, regulations, and district procedures.
- Effective principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Budget preparation and control.
- Classroom procedures that promote appropriate student conduct and motivation for student learning.
- Oral and written communication skills.
- Student and program assessment.
- Instructional practices and behavior management techniques.
- Conflict resolution strategies and team-building principles.
- Instructional methodology.
- Current research principles and practices.

Ability to:

- Communicate well, both orally and in writing.
- Plan, organize, staff, direct and coordinate all of the functions of a comprehensive high school.
- Establish and maintain cooperative and effective working relationships.
- Relate well to the staff and to students, and assist in establishing and maintaining a high level of faculty and student body effectiveness.
- Evaluate teacher effectiveness.
- Assist school staff in improving the academic progress of the school site.

- Maintain confidentiality.
- Make effective decisions and take independent action.
- Analyze and evaluate data for specific use.
- Prioritize workload and conflicting demands.
- Effectively work in a demanding environment.
- Demonstrate organizational, time management, analytical, and problem-solving skills.
- Effectively communicate orally and in writing, with a variety of student, staff, and management groups.
- Promote workplace diversity and a positive work environment.
- Remain current on trends and developments in the education field.
- Organize workshops and professional development activities.

Position is paid on the Certificate Management salary schedule as follows: Principal, 9-12

(223 Work Days - 12 months). \$12,664.80 - \$13,989.59