



# COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

## QUALIFICATIONS FOR SCHOOL PRINCIPAL, ADULT

### TRAINING

- Required:
- Any credential(s) authorizing service as an intermediate level administrator in the secondary grades
  - Master's Degree
- Preferred:
- Training beyond credential requirements in administration

### EXPERIENCE

- Required:
- Four years of experience in education
- Preferred:
- Teaching experience in an adult education program
  - Experience as a department coordinator and/or a student counselor in the secondary schools
  - Experience as an adult education administrator

### OTHER QUALIFICATIONS

- Knowledge of:
- Teaching techniques and methods
  - Curriculum planning and development
  - Principles of teacher supervision
  - Community relations methods
  - Human relations as applied to teachers, students and community patrons
- Ability to:
- Communicate well, both orally and in writing
  - Establish and maintain cooperative and effective working relationships
  - Relate well to the staff and students, and assist in establishing and maintaining a high level of faculty and student body effectiveness
  - Plan and organize the work of others
  - Evaluate teacher effectiveness

## COVINA-VALLEY UNIFIED SCHOOL DISTRICT

### DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPAL

#### Primary Function

The School Principal is responsible, as instructional leader and line administrator, for the total operation of the school and for establishing the necessary climate for effective instructional experiences that will enable students to make optimum progress toward the attainment of District goals.

#### Duties and Responsibilities

The School Principal will:

1. Communicate with school and District staff, parents and the community regarding selected educational policies, programs and operational procedures of the school;
2. Assists school staff to develop responsible student citizenship;
3. 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;
4. Plans, organizes, staffs, directs, and controls all programs of instruction in the school;
5. Selects, assigns, in-services and evaluates all assigned personnel;
6. Evaluates all school instructional programs and related conditions requisite to the ultimate achievement of District goals;
7. 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;
8. Establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classifications;
9. Assesses, interprets and resolves problems calling for immediate action in areas not specifically treated by program, policy, regulation for law;
10. Establishes and maintains contact with community organizations and institutions which may provide educational resources to his/her operational unit;

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11. Assists the supervisor in carrying out other duties and responsibilities as directed;
12. Adheres to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes and other applicable laws and regulations; and
13. Participates cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment.