

HIGH SCHOOL PRINCIPAL I**DEFINITION:**

Under the direction of the Director, Secondary Education, serve as an educational leader and chief executive of a comprehensive high school responsible for the planning, coordination, and directing of activities and programs related to the administration of the high school according to State and District mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide leadership to the professional staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school; coordinate site selected and mandated assessment instruments and programs; utilize data to create/revise goals and to allocate resources.
- Lead the overall instructional program; interpret and implement the district approved curriculum program in the light of individual school needs; provide for appropriate facilities, equipment and supplies.
- Recruit, screen, select, assign, supervise, and evaluate performance of certificated and classified staff members; motivate employee performance and enhance moral; maintain documentation; recommend appropriate action in cases of substandard performance.
- Assist in planning, organizing, implementing district staff development and training; provide guidance to teaching staff in the implementation of the State frameworks, standards and SVUSD curriculum; encourage and support professional growth for all staff members; participate in own professional growth.
- Design and implement the master schedule; assign all students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advise, counsel, and assist instructional support, and ancillary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Plan, coordinate and evaluate the total program of pupil services including guidance and counseling to provide optimal education opportunities for high school age students; attend Student Study Team and Individual Educational Planning meetings, as appropriate; maintain liaison with District student services personnel, including psychologists, speech therapists, nurses, etc.; coordinate and manage support programs at the school for students with special needs.
- Provide leadership in the accreditation process; oversee the planning, organization, and completion of the self-study process; monitor the follow-up process to ensure the accreditation requirements of the Western Association of Schools and Colleges are met.
- Oversee the supervision of student enrollment, records, attendance and health requirements.
- Plan, schedule and supervise student activities; oversee student eligibility for participation in activities/athletics and graduation.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of the students as established by District policies and State law; provide for the implementation of appropriate student discipline, seeking alternative solutions when appropriate.
- Maintain effective community relations; serve as the primary source of information to the respective community; initiate and implement communication to parents regarding all phases of the education program; carry out a program of community relations as a means of taking the initiative in interpreting and furthering school programs through parent groups and other community organizations.
- Serve as a district officer in the communications between the central administration and all building employees in the school and interpret, support, and implement District and State policies and procedures.
- Responsible for the entire operational effectiveness of the school; plan, supervise and direct the business operation of the school in accordance with District policy and procedures and oversee site budget planning and expenditure control process.
- Establish an effective school administration organization and clear lines of responsibility, with the necessity of appropriate delegation of authority.

- Oversee the administration of the school's interscholastic athletic program; ensure adherence to all District, State, and CIF (California Interscholastic Federation) rules and regulations; act as school/District representative to athletic league and CIF.
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Child development; procedures, methods and strategies pertaining to the administration of a high school; State standards, curriculum and instruction; school safety, discipline and supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

Ability to:

Plan, organize and direct school operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks.

Experience:

Minimum of three years of successful school teaching, preferably at the comprehensive high school level and three or more years of successful administrative experience, preferably at the high school level, in various aspects of school operations.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Regular availability on evenings and weekends for supervision of school events. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California Administrative Credential and valid California Driver's License.

Board Approved: October 8, 2002