

PRINCIPAL

BASIC FUNCTION:

Direct and oversee the instructional programs and personnel for a comprehensive high school.

REPRESENTATIVE DUTIES:

- Plan, organize, control, direct and evaluate instructional activities, extracurricular events, and special programs at a comprehensive high school; confer with district personnel regarding staff, programs, students, finances and legal requirements; implement, modify and evaluate the school's mission, vision, goals, objectives and programs as needed. **E**
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives. **E**
- Direct and participate in a planned program of classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance. **E**
- Enforce applicable state and district codes, policies and laws; administer, monitor and evaluate district and school site discipline policies and safety programs. **E**
- Plan and direct the business and fiscal operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials. **E**
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators; communicate with teachers to assure instructional programs meet student needs and district requirements. **E**
- Establish, coordinate and maintain communication with school community. **E**
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate. **E**
- Conduct articulation activities with feeder schools and other district high schools; develop and direct an orientation program for new students. **E**
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with state and federal laws, district regulations and other specially funded program requirements. **E**
- Assure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal counseling to students and parents. **E**
- Supervise, direct or attend a variety of student activities during the day or evening. **E**
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes. **E**
- Attend, conduct and chair a variety of meetings with faculty and classified staff, parents and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student and staff complaints; represent the school at Board, district and community functions. **E**
- Direct the preparation and maintenance of a variety of district, county, state and federally mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation. **E**
- Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Organization, activities, goals and objectives of a comprehensive high school, adult school or school of

comparable size and complexity.

School law administration and applicable sections of the Education Code and other applicable laws.

State and local curriculum requirements.

Instructional standards and faculty requirements.

Board and district policies, procedures and regulations.

Labor relations law and employee contracts.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Advanced Technology literacy.

ABILITY TO:

Organize, coordinate and administer assigned programs and activities related to student discipline, attendance, curriculum and instruction at a comprehensive high school.

Conduct administrative duties involving student conduct, curriculum development and school operations as assigned.

Direct, train, evaluate and supervise assigned certificated and classified staff.

Direct activities regarding personnel, budget, student services and activities, curriculum and instruction, and communications and articulation.

Establish, coordinate and maintain communications with community and parent groups.

Plan, implement, evaluate and modify instructional and categorical programs in accordance with applicable laws.

Plan and organize work.

Analyze situations accurately and adopt an effective course of action.

Complete work with many interruptions.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

EDUCATION AND EXPERIENCE:

Demonstrated successful leadership in an educational setting.

Successful secondary teaching or counseling experience.

Successful experience in a multicultural setting.

Successful experience as a comprehensive high school assistant principal.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential

Secondary Teaching or PPS Credential

Valid California driver's license

WORKING CONDITIONS:

Office environment and outside supervising students; constant interruptions.

Driving to off-site locations to conduct work.

Supervision responsibilities during the day and evening outdoors.

Seeing, hearing and speaking to conduct work.

3/25/20 SMJUHSD Mgmt.
