

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

**CERTIFICATED MANAGEMENT
JOB DESCRIPTION**

REVISED DATE: April 19, 2011
TITLE: **High School Principal**
SALARY RANGE: Placement on the District Certificated Management Salary Schedule is based upon years of full-time credentialed administrative experience.
SCHEDULE: Work 224 days per school year.

DESCRIPTION:

Under the direction of the District Superintendent, the High School Principal shall be responsible for all aspects of the management and operation of the high school, to provide vision, leadership and direction for all educational, instructional, cultural, and social programs and activities, and to work with the staff, students, parents, and community to design, implement, monitor, and assess the effectiveness of every program and activity of the high school.

QUALIFICATIONS

- Credential: Appropriate California Administrative Credential
CLAD/BCLAD/EL Authorization (Emergency permits not accepted)
- Education: A Bachelors Degree is required, with a Masters Degree highly preferred.
- Experience: A combination of relevant administrative and educational leadership experiences at the high school level, as determined by the School District to be appropriate for the leadership responsibilities of the position. Possess a strong curriculum background.
- Personal Qualities: Vision, leadership skills, forthrightness, patience, helpfulness, diligence, persistence, and a willingness to work with teachers, students, and parents on a collegial basis to implement District and site determined goals for the high school programs. Ability to work as a team member with peers, district office staff and others. Fluency in spoken Spanish desirable.

DUTIES AND RESPONSIBILITIES:

A. GENERAL

1. Implements the appropriate actions delineated for the school as part of the District's plan for curriculum design and delivery.
2. Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
3. Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the District's and school's long-range goals as well as the day-to-day operations.
4. Responsible for all high school employee evaluations, including valid and constructive suggestions for improvement of instruction and follow through with those suggestions.
5. Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities which include but are not limited to: Student Activities, Athletics, Performing Arts, Assemblies, Clubs and Student Associations, School Publications, Parent Involvement Program, and Student Fund Raising.
6. Reports to the Superintendent on growth and improvement of the high school academic and activities programs.
7. Plans for, recruits, orients and evaluates teachers for, and supervises the high school summer school program as assigned.
8. Develops, enforces, and coordinates the student discipline program, including advising, counseling and assisting in instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions.
9. Reviews, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure effective and efficient operational mode.
Plans, organizes, and coordinates the campus supervision, activity, and student supervision and control programs.
10. Assumes the responsibility for the supervision of school activities, including athletic and social events, and coordinates the assignment of certificated staff to assist in such supervision.
11. Attends job-related meetings as required.
12. Performs needs assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
13. Serves as a liaison to public safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
14. Reviews, audits, and evaluates instructional and non-instructional personnel performance as assigned and provides technical performance evaluation input according to District policies, procedures, and employee bargaining agreement requirements, as assigned.
15. Assists in development and implementation of staff motivational strategies, and professional growth functions and activities as assigned.
16. Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities as assigned.

17. Site budget planning and expenditure control process.
18. Supervision of building and grounds maintenance.
19. Assists District administration in curriculum development, articulation, student personnel problems, and testing programs.

B. CURRICULUM

1. Ensures high quality curriculum design and delivery.
2. Develops, implements and evaluates all curriculum delivery and matters related to the school's instructional program.
3. Coordinates curriculum development with teachers and ensures articulation with District-wide efforts.
4. Provides for an ongoing process of assessing student needs.
5. Plans/designs the appropriate staff development to support and reinforce the mission of the school and continued professional growth for faculty and staff.
6. Demonstrates leadership and support of the educational and administrative philosophies of the District.

C. COMMUNITY RELATIONS

1. Serves on appropriate committees and organizations to assure the interests of the school are properly represented.
2. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
3. Serves as school and District representative to the parents' club and school site council.
4. Achieves status as a community leader in public education.

D. FINANCE

1. Maintains the accuracy and integrity of the school budget.
2. Assures proper use and distribution of monies allocated to the site from the block grant, categorical programs, special projects, grant funds as well as those monies generated through Associated Student Body activities.
3. Facilitates an understanding of the high school budget with staff and community.

E. PERSONNEL

1. Promotes positive staff morale and commitment.
2. Acknowledges accomplishments of colleagues and subordinates.
3. Respects and maintains professional confidences.
4. Uses appropriate professional channels for communicating personal/professional concerns.
5. Demonstrates positive collegial and organizational loyalties.

F. PROFESSIONAL

1. Achieves positive staff relations by maintaining effective communication with teachers, aides, clerks, and administrators.
2. Directs workshops in a positive, organized manner, workshops which focus on teacher and/or aides gaining and using specific new skills which will enhance student academic skill achievement.
3. Strives to continually improve management and administration skills and abilities, including attending college courses, workshops, training seminars, and professional conferences.
4. Keeps aware of educational/personnel trends and developments and employs such information in the school program.
5. Maintains professional association memberships and represents the School and District on professional committees.
6. Works closely and cooperatively as a member of the District management team.
7. Serves on district and school committees.
8. Follows and implements District policies.

G. GENERAL: Other related duties as assigned by the Superintendent.

ESSENTIAL JOB FUNCTIONS:

A. PHYSICAL - Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0 to 20 pounds to waist height.

B. MENTAL:

1. Able to concentrate on a single task for up to three (3) hours at a time.
2. Able to learn quickly and adapt to a variety of machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.

C. SOCIAL:

1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other staff, students, parents, and members of community.
4. Maintain the privacy of confidential information.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

SELECTION PROCESS: The District staff will consider all administration candidates who in the District staff's judgment have demonstrated the talent, skills, training, and experiences which best match the needs of the specific assignment. After all factors have been considered, including application screening, interviews and reference checks, the Superintendent will invite the selected candidate to accept the position.

NOTE: The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) proof of tuberculin test prior to first day of hire; and 3) pass State fingerprint evaluation.

The Lucia Mar Unified School District Board of Education prohibits discrimination of job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, mental condition, veteran status, gender, and the actual or perceived sexual orientation.

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

AN EQUAL OPPORTUNITY EMPLOYER