

## SCHOOL PRINCIPAL

### Definition

Under supervision of the Superintendent, shall be responsible for the operation of a specific school consistent with District policy, goals, and objectives.

### Essential Responsibilities

1. Accomplish the District's educational goals as set forth in the Statement of Educational Philosophy, the laws of the State of California, and the rules and regulations adopted by the Board of Education;
2. Administration and supervision of the school;
3. Plan, organize, staff, direct, and control all programs of instruction and pupil personnel services in the school;
4. Supervise on-the-job improvement of all personnel;
5. Recommend to the Superintendent for selection and separation of all personnel in the school;
6. Continually evaluate all programs and needs of the school to most effectively meet District goals;
7. Evaluate all District programs as they affect the school's operation and District's goals;
8. Establish and utilize effective channels of communication between the school and the community served, which involves the interpretation of the school's program to community patrons as well as receiving and relaying to proper sources the community's reaction to the school program.

Specific Duties To personally perform, or if a secondary principal, personally delegate to a qualified sub-administrator:

1. Represent the school in the Instruction Division and in the Administrative Council;
2. Serve as a resource in the principal's area of responsibility to the Superintendent;
3. Prepare recommendations to the Superintendent regarding needed changes in policies, procedures, and programs, which are identified and developed at the school.
4. Supervise and evaluate directly or through an appropriately appointed representative the work of personnel assigned to the school and insure accountability for the competence of personnel;
5. Plan and implement a program of in-service training and professional growth activities for improvement of staff;
6. Make discretionary decisions necessary to solve problems in the school's operation within the administrative organization's framework and policies and District's procedures;
7. Continually assess the school's operation to insure the most efficient use of time, personnel, and materials in relation to District goals;
8. Work with other principals in the Instruction Division to insure articulation and effective implementation of District adopted programs and procedures;
9. Prepare reports and provide data relative to the school's operation as the Superintendent requests;
10. Perform other duties as specified by the Superintendent.

Specific Authority In addition to the authority necessary to carry out the internal function of the school, the principal's signature is valid for approval of the following:

1. All state and county reports which require certification by the school principal;
2. Supply and purchase requisitions consistent with and within budgeted funds;
3. Attendance reports of personnel under the principal's supervision;
4. Reports relative to all aspects of student attendance;
5. Standard District procedures requiring building level administrative approval such as field trip requests, work orders, personnel, requisition forms, etc.;
6. Recommend to the Superintendent a candidate selected to fill an authorized vacant position in the school;
7. Recommend to the Superintendent regarding authorization of classified overtime consistent with budget appropriations.

Decisions of the School Principal are normally considered final in respect to the following:

1. Assignment of personnel within the school;
2. Recommendation to the Superintendent for the separation of personnel within the school;
3. Solution of problems calling for immediate decisions in areas not specifically covered by District programs, policies, and/or procedures;
4. Interpretation of methods and techniques of implementing District adopted programs.

### Experience

Three years of successful teaching experience in the public schools on the appropriate level.

### Qualifications

1. Master's Degree (or in a graduate program with advanced degree pending) (degree requirement not applicable to present employees)
2. Appropriate Administrative Credential.
3. Capable leader and competent in curriculum development and supervision.

Other Requirements

Vehicle for school business use and a California Driver's License.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to: occasionally sit for extended periods of time; frequently walk; occasionally stand and reach with hands and arms, bending at the waist to retrieve and store files. Specific abilities required include close and distance vision, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers; work irregular or extended hours; meet multiple demands from several people; and at times come into contact with dissatisfied or abusive individuals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, sometimes noisy; office environment is subject to constant interruptions. The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 8/24/81; 9/97