

STOCKTON UNIFIED SCHOOL DISTRICT

PRINCIPAL, HIGH SCHOOL

DEFINITION

Interpret and implement the educational and administrative programs of the high school according to the policies and directions from the Board of Education; assign duties and responsibilities to staff members to ensure that the necessary educational services and activities meet the needs of the students; ensure proper relationships with community, parents, students and other educational levels; perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Director of Secondary Education, and exercise general supervision over certificated and classified assigned personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Participate in the development of effective curriculum; provide for systematic evaluation of educational programs
- Communicate the goals and achievements of the educational programs to the public; provide for an avenue of parental consultation
- Supervise the allocation of funds in accordance with needs in order to ensure maximum educational impact
- Supervise the preparation of the Master schedule
- Organize and administer the high school to which assigned; assuming the legal responsibilities thereof, in accordance with the provisions of the California School Code and the rules and regulations of the Board of Education; make decisions and have discretionary authority on policies and matters that lie within jurisdiction; interpret and carry out directives from the Director of Secondary Education
- Maintain, direct, and administer an approved educational program adapted to the needs of the students served. Supervise and coordinate the activities of personnel directly concerned with the instructional programs such as teachers, department heads, assistant principals, and others
- Assume responsibility for the evaluation of certificated staff assigned to the school and the submission of performance reports as required
- Exercise leadership within the school through the conduct of faculty and staff meetings necessary for the efficient functioning of the total school program
- Coordinate and evaluate the activities of classified employees including financial, clerical, cafeteria, custodial and others assigned to the school
- Organize, supervise, coordinate and administer a program of pupil counseling and guidance appropriate to the needs of all students; provide for the continuous supervision, appraisal and evaluation of the educational program for the purpose of improving the teacher-learning environment
- Make recommendations for promotions, transfers, or dismissals; confer with Director of Secondary Education regarding decisions relating to personnel
- Prepare and submit periodic reports as required by the District; supervise the preparation of and monitor the school budget and business activities
- Oversee maintenance of necessary school records such as drills, civil defense, inventories, and general school program
- Direct, plan and encourage the organization of attractive extracurricular opportunities for students
- Exercise desirable professional and educational leadership within the school, conduct faculty meetings and other staff conferences necessary for the efficient functioning of the total school program; disseminate significant information to teaching and staff personnel
- Ensure proper articulation with other education levels

- Certify the completion of graduation requirements by the pupils of the school; plan, direct, and participate in graduation activities
- Participate actively in professional associations at the local, state, and national levels
- Perform related duties as assigned

QUALIFICATION

Knowledge of:

- Policies, directions, regulations, laws and guidelines pertinent to the administration of the school's educational and recreational programs and activities
- Techniques and methods of direct and indirect supervision
- Needs, concerns, interests and problems of the varying groups within the community served by the school
- Physical, emotional, social and intellectual needs of minors and theories of discipline
- Record keeping practices including those needed for budget administration, evaluations and overall administration
- Effective recruitment, selection and training practices
- Laws related to minors, including suspension and expulsion procedures
- Curriculum, instructional approaches, strategies, materials and current trends in education
- Principles of supervision, shared decision-making, training and site-based program administration
- School finances and sound budgetary procedures
- Principles of research and evaluation design
- Maintaining close contact with community, working closely with children's homes, public agencies and parents
- Comprehensive public relations program
- Employer/employee relations and the collective bargaining process
- Probation, police procedures and laws related to minors (secondary level)
- Oral and written communication skills including the ability to write complicated reports
- Computer skills

Ability to:

- Communicate effectively with a wide variety of people including staff, students and parents, both orally and in writing
- Assess a situation and choose the most appropriate and responsible course of action
- Make sound decisions based on the process of evaluating, determining and selecting alternatives
- Assess other people's needs and incorporate them into day-to-day decision making
- Recognize problem areas and take corrective action
- Maintain control and objectivity during stressful situations
- Identify individual student's needs, strengths and handicaps
- Delegate responsibility and tasks, oversee their administration and provide necessary input
- Plan, organize and chair meetings
- Exercise leadership through the use of organizational, supervisory and interpersonal skills
- Administer a budget and resolve educational needs within its confines
- Physical capability sufficient to perform job tasks

Experience and Education:

- Master of Art or advanced degree from an accredited college or university
- Three (3) years of teaching experience
- A minimum of two (2) years of administrative experience
- Teaching credential and currently hold or eligible for a California administrative credential

License or Certificates:

- First Aid and CPR certificate must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

Salary Placement:

United Stockton Administrators

Depending on staff size. Refer to USA salary schedule

04/1994