

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

HIGH SCHOOL PRINCIPAL

DEFINITION

Under the supervision of the Director of Secondary Education provides leadership and an accountability system consistent with the school's and District's philosophies, policies, and procedures for school-based task forces of staff, administration, parents, and students. The principal is responsible for the supervision and outcome of all aspects of the educational program of the assigned school. The principal provides for an organization and management model that promotes and encourages an efficient and effective educational program that satisfies the needs and aspirations of students, parents, and staff.

EXAMPLES OF DUTIES

Selects and assigns personnel to the program so that the school operates successfully and to the advantage of students.

Supervises and evaluates personnel to assure the effectiveness of the instructional program.

Encourages articulation with feeder schools and receiving institutions of higher education.

Maintains the school facility in a manner that results in an attractive, functional, and safe environment for students and staff.

Assures the existence and promulgation of an extra-curricular program, academic and athletic, which is beneficial to students.

Relates effectively with the news media so that school activities and achievements receive adequate publicity.

Encourages professional growth activities for all staff members so that the school program reflects constant improvement.

Works productively with parent and community organizations to promote support for site programs.

Interprets district and school programs to the community.

Facilitates communication between support staff, teachers, parents, and students.

Participates, as needed, on district-wide planning and/or action committees.

Manages all site budgets, including student body accounts, to assure fiscal accountability and positive monetary balances.

Relates effectively with local service agencies (police, fire department, CPS, Discovery) to assure a high level of attention to the needs of the school, students, and community.

REQUIRED QUALIFICATIONS

Knowledge of:

Principles, problems, and methods of public high school education and administration, including organization, personnel, curriculum, and fiscal management relevant to assigned responsibilities.

Office management principles, methods, and procedures.

Relevant state and federal regulations and procedures.

Staff supervision and master schedule techniques.

Principles of shared decision making techniques.

Ability to:

Display knowledge and understanding of learning theory and practice.

Plan, direct, and establish priorities and simultaneously coordinate a variety of projects.

Analyze and identify present and potential high school curriculum needs and trends, develop and evaluate alternate solutions, and propose plans of action.

Prepare and present clear and concise reports.

Work effectively and collaboratively with students, staff, parents, and community.

Plan and implement appropriate staff development activities.

Education:

Graduation from an accredited four-year college or university. Progressive post graduate training and experience in the areas of curriculum development and learning theory. Appropriate administrative credential required. Advanced degree desirable.

Experience:

Five years of recent teaching, school administrative experience, or a combination thereof is preferable.

Special License:

Appropriate state credential.

Salary:

This is a position designated as Certificated Management. Salary, benefits, and work year are provided in adopted policies of the Board of Education.

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revised 12/28/92