

# **Principal**

## **SUMMARY**

Under direction from district administrators the Principal serves as the site administrator and instructional leader. Administers school-wide curriculum and all phases of the instructional program and management of the facility. The Principal provides leadership, administrative, and supervisory skills for the educational development of students as well as to promote parent and community involvement.

## **REPRESENTATIVE DUTIES**

- Lead and monitor implementation of curriculum alignment with State Content Standards, performance-based assessments, use of instructional technology and articulation efforts.
- Provide leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short-range plans.
- Oversee the proper maintenance and care of all buildings, equipment and campus grounds.
- Provide appropriate professional channels for communicating personal and professional concerns of school personnel.
- Plan, organize and implement a school wide program for the supervision, control, safety and security of students, buildings and grounds.
- Maintain awareness of educational trends and developments as they relate to school program development.
- Maintain education related professional association memberships.
- Work closely and cooperatively as a member of the district management team.
- Acknowledge accomplishments of staff members and students.
- Respect and maintain professional and student confidences.
- Establish, maintain and nurture effective working relationships with parents, community members, students, and school related outside agencies.
- Develop school goals and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- Provide activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- Maintain a clean, safe, and healthy school environment and facility.
- Identify pupil needs and cooperate with other professional staff members in assessing and helping pupils solve medical, attitude, discipline and learning problems.
- Develop and communicate curricular and instructional plans and objectives to students and parents, including course descriptions, performance expectations and other pertinent information to allow parental monitoring.
- Develop, maintain and oversee the school's budget.
- Maintain inter-school system communication and implement emergency communication procedures.

- Plan, coordinate and evaluate the work of credentialed staff members at the school site.
- Plan, coordinate, and evaluate the work of instructional aides, teacher assistants, and other assigned paraprofessionals.
- Participate in the selection of school site personnel.
- Approve master schedule of teaching schedules and special assignments.
- Supervise extra-curricular activities.
- Serve on educational committees.
- Attend professional meetings and other meetings regarding district business, SST's, IEP's, etc.
- Evaluate student progress in the instructional program by discussions with teachers, counselors and review of student records.
- Manage, direct, and maintain records on the materials, supplies and equipment which are necessary to carry out the daily school routine.
- Ensure that students are not left in the classroom at any time without teacher supervision.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Maintain awareness of community resources available to assist students.
- Meet with students and parents concerning student issues.
- Maintain high standard of student conduct and enforce discipline as necessary, according due process to the rights of students.
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Monitor Adequate Yearly Progress reports.
- Monitor standardized test results of students at the school site and complete related reports.
- Plan and supervise fire drills and an emergency preparedness program as required by law.
- Maintain good relationships with students, staff, and parents, and comply with established lines of authority.
- Serve on school and district committees and organizations to assure the interests of the school are properly served.
- The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of**

- Community relations.
- Curriculum development and supervision.
- Program evaluation.
- Instructional supervision.
- Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.

- Classroom procedures which promote appropriate student conduct and motivation for student learning.
- Applicable sections of the State Education Code and other applicable laws.
- Research methods and report writing techniques.
- Standardized student testing requirements.
- School improvement programs.
- Up-to-date curriculum standards.
- Current trends and research concerning the growth and development of school-age students.

### **Ability to**

- Monitor children on the school site.
- Assist school staff in improving the academic progress of the school site.
- Schedule classes and assign students and teachers according to regulations.
- Display the use of good judgment in making decisions.
- Respond to the changing rules and regulations related to education and curriculum.
- Work independently with little direction and provide work direction to others.
- Develop and provide effective presentations to the public.
- Maintain confidentiality.
- Make effective decisions and take independent action.
- Analyze and evaluate data for specific use.
- Prioritize workload and conflicting demands.
- Effectively work in a demanding environment.
- Demonstrate organizational, time management, analytical and problem solving skills.
- Effectively communicate orally and in writing, with a variety of student, staff and management groups.
- Send and receive emails and research information through the Internet.
- Operate a computer and use related software.
- Maintain current knowledge of technological advances in the field.
- Assist in the research of new theories, best practices and/or trends to improve operation of the school site.
- Attend conferences and workshops to maintain current knowledge of regulations and requirements and best practices.
- Assist in the preparation of the annual budget, and assist in the monitoring of budgetary expenditures.
- Direct and evaluate the performance of assigned staff.
- Supervise, evaluate and discipline subordinates.
- Interview and select employees and recommend termination and disciplinary actions.
- Promote workplace diversity and a positive work environment.
- Work collaboratively in a team environment.
- Establish and maintain successful working relationships.

- Work effectively with students and their parents.
- Understand and be sensitive to, and have respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, staff.
- Maintain consistent, punctual and regular attendance.
- Create an instructional program and a class environment favorable to learning and personal growth.
- Monitor children in classrooms.
- Improve the academic progress of the school site.
- Motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability.
- Develop and maintain effective interpersonal relations using tact, patience and courtesy.

## **EMPLOYMENT STANDARDS**

### **Licenses/Certificates**

- Administrative Services Credential
- Supporting credential for Administrative Services Credential
- Class C Driver's License

### **Experience**

- Two-three years site administration experience is desirable