

## GRIDLEY UNIFIED SCHOOL DISTRICT

**JOB TITLE: HIGH SCHOOL PRINCIPAL**

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DIVISION: Administrative      REPORTS TO: Superintendent

APPROVED BY: Board of Trustees      DATE: 08/06/08

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### **BRIEF DESCRIPTION OF POSITION**

The High School Principal shall serve as the educational leader and chief executive of the school, shall be responsible for the direction of the instructional program and operation of the school plant/site and shall participate in staff and student activities and community leadership. Has administrative responsibility for the direction to, and holds responsible and accountable for the effective performance of their assignments, the certificated and non-certificated personnel serving in the school on a permanent, part-time, and/or temporary basis. Through line organization procedures and management organization channels, participates in recommending district policies and regulations to the superintendent.

### **TYPICAL DUTIES:**

#### ***Instructional***

1. Supervises and evaluates the instructional program.
2. Prepares goals and objectives in measurable terms.
3. Keeps current on latest educational developments through in-service, conferences, programs, and professional materials.
4. Provides leadership in implementation of new frameworks and effective teaching strategies.
5. Recommends methods by which student progress shall be assessed.
6. Coordinates articulation between high school and middle school.
7. Meets with teachers to determine whether agree-upon goals for student progress have been met.
8. Develops high school master schedule and assigns teachers to meet student needs.
9. Provides course of study that meets University A to G requirements as well as the needs of non university bound students.
10. Performs classroom observations and follow-up conferences to monitor instructional programs.
11. Provides assistance in selection of instructional materials.
12. Maintains and continues to develop professional expertise in areas of educational philosophies and practices, management skills, and school site administration.
13. Coordinates WASC review process
14. Supervises and monitors special programs such as English Language Learning (ELL), Title 1, School and Library Improvement Block Grant (SLIB) Special Education.
15. Represents site and District at local, county, and state level committees.

### ***Staff***

1. Evaluates assigned personnel in accordance with District guidelines.
2. Participates in and makes recommendations to the Superintendent on employee selection, reassignment, and transfer.
3. Informs staff on State Standards, District Essential Standards, Curriculum Guides, and State Frameworks.
4. Encourages and advises staff with their professional growth.
5. Makes employee assignments, sets up duty and other schedules.
6. Informs employees of availability and location of school supplies, materials, and equipment.
7. Regularly communicates with staff in regards to school related issues.
8. Supervises and/or coordinates site Specialists (District and/or County), and site volunteers.
9. Keeps informed of and may participate in development of Certificated Contract and Classified Handbook.
10. Supervises a comprehensive athletics program
11. Maintains responsibility for staff development.
12. Plans and implements staff development activities

### ***Students***

1. Develops plans and procedures for student health, safety, discipline, and conduct.
2. Assists and supports teachers in modifying student behavior.
3. Confers with staff, parents, students, and others concerning student needs.
4. Schedules classes and assigns students.
5. Coordinates the scheduling of extra curricular activities such as dances, clubs, sports.
6. Supervises student assignment into classes and resolves conflicts via the master schedule.
7. Participates in student study team and IEP meetings.
8. Coordinates positive recognition program.
9. Oversees graduation process and program.

### ***Community Relations***

1. Informs parents and community members of the educational program.
2. Participates as a member School Site Council, Migrant Parent Advisory Committee, ELAC and attends other parent group meetings and conferences.
3. Works with civic and community service organizations.
4. Attends and/or supervises special activities such as holiday programs, athletic events, Open House, and Back to School Night.

### ***Site Operations***

1. Expedites all forms and reports as required.
2. Develops financial plan which supports the achievement of goals and objectives of both the site and the District.

3. Administers budgets for general and categorical programs such as Title 1, EIA, Lottery, and SLIB.
4. Confers with staff to establish priorities in allocating funds.
5. Instructs staff in methods of keeping necessary records.
6. Administers maintenance and operational needs of school facilities and grounds.
7. Maintains illness and injury program in accordance with SB 198 requirements.

***Additional Required Duties***

1. Serves as a member of the Superintendent's cabinet.
2. Attends all Board meetings.
3. Performs additional responsibilities as necessary and as assigned by the Superintendent.

**QUALIFICATIONS:**

- California Teaching Credential authorizing specialized services.
- California School Administrative Credential.  
Five (5) years of teaching experience required. Three (3) years of administrative experience preferred. Bachelor's Degree from an accredited college or university required.
- Masters Degree from an accredited college or university preferred.

**EMPLOYMENT STANDARDS:**

***Knowledge of:***

- Development and administration principles, philosophies, and practices of high school educational systems
- appropriate instructional methods, strategies, and practices
- federal and state laws, regulations, and guidelines related to public school administration
- effective management techniques and methods

***Ability to:***

- plan/direct operational functions of an high school site
- interpret and successfully apply a variety of federal and state law, regulations, and guidelines as they relate to public school education and administration
- interpret and successfully implement District policies, objectives, directives, and educational philosophy
- communicate effectively and tactfully in both oral and written forms
- motivate, supervise, and evaluate the work of others

- plan, manage, and prioritize a wide variety of functions within designated timelines and with limited resources
- prepare a variety of reports and presentations including complex technical and analytical writings
- counsel and advise employees, students, parents, and the public effectively and positively
- establish and maintain effective work relationships with those contacted in the performance of required duties

**PERSONAL ATTRIBUTES:** Maintain a neat and clean appearance and a pleasant personality. Meet district standards for physical and mental health. Maintain cooperative relations with others.

**LANGUAGE SKILLS:** Read, write and speak at a level sufficient to fulfill the duties to be performed. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents, students and/or employees in the district.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to deal with problems involving a few known variables in routine situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**GENERAL CERTIFICATES, LICENSES, REGISTRATIONS:** California Drivers License (by first day of service). Computer skills in Microsoft Office.

**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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, taste and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderate to loud.