

Sequoia Union High School District Job Description

High School Principal

<u>LEVEL:</u>	Certificated Management
<u>SALARY RANGE:</u>	Certificated Management Salary Schedule
<u>WORK YEAR:</u>	222 days
<u>BOARD APPROVAL:</u>	February 27, 2019

JOB SUMMARY:

Under direction of the Superintendent, serves as the educational leader of the school site and is responsible for implementing the educational program of the assigned school including the coordination and integration of the school programs with the District goals and objectives. The principal works within the framework of the California Education Code, District philosophy, and District policy as adopted by the Board of Trustees. The principal is responsible for planning, evaluating, and initiating programs at the assigned site to meet the current and future needs of students in the Sequoia Union High School District. It is the expectation of the District that the high school principal leads the school community guided by:

- Principles of child, early adolescent, and education psychology;
- California Core Curriculum and Content Standards and 21st century curriculum;
- Equity-centered professional learning communities;
- Culturally and linguistically responsive pedagogy;
- Assets/Strength-based models of education through behavioral and academic Response to Instruction and Intervention (RTI2) approaches; and
- Restorative justice/practices models to ensure and enhance student/staff well-being and safety.

ESSENTIAL FUNCTIONS (included but not limited to)

1. Supervise the school's educational program.
2. Build consensus on annual school-wide improvement goals in alignment with district wide improvement goals.
3. Provide leadership in the development, revision and evaluation of the curriculum.
4. Consult with students, parents and staff as needed to provide a school climate suitable for learning.
5. Assume responsibility for the implementation and observance of Board policies and regulations by the school's staff and students.
6. Supervise and evaluate, personally or by delegation, all classified, certificated and administrative personnel assigned to the school.
7. Assist in the recruiting, screening, hiring, training, and assigning of the school's staff.

8. Assume responsibility for the maintenance and safety of the school plant and for safety programs such as emergency preparedness.
9. Maintain high standards of student conduct and attendance and enforces discipline as necessary, according due process to the rights of students.
10. Supervise and evaluate the school's co-curricular program.
11. Assume responsibility for administering the bargaining unit contracts at the site.
12. Develop orientation and in-service training programs for the school staff.
13. Supervise the preparation of necessary school reports.
14. Supervise the management and preparation of the school budget.
15. Supervise the maintenance of accurate records on the academic progress and attendance of students.
16. Act as liaison between the school and the community and encourage community participation in school life.
17. Coordinate public relations activities for the school.
18. Conduct meetings of the staff as necessary for the proper functioning of the school.
19. Perform any and all related duties as assigned by the Assistant Superintendent or Superintendent's Designee.

REQUIRED QUALIFICATIONS

- At least five years of previous administrative experience at the high school site level.
- At least five years of classroom teaching experience.
- Valid Administrative Services Credential and a clear single subject teaching credential in an appropriate area, as required by the California Ed Code, Section 44860. BCLAD or English Learner Authorization required.
- Valid California driver's license and appropriate insurance.
- A reliable vehicle for transportation as needed.

DESIRED QUALIFICATIONS

- A Masters and/or Ed.D./ Ph.D. degree
- Bilingual/biliterate in Spanish.

KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Knowledge of SUHSD schools and a passionate belief in SUHSD's commitment to instructional leadership as leverage to successfully meet the District's strategic goals.
- Experience facilitating the development and implementation of school site programs and initiatives that align with the District's strategic plan.
- A proven record of creating conditions for teacher effectiveness, student success, and strong home-school partnerships.
- Experience with leading Western Association of Schools and Colleges (WASC) accreditation at the high school level.
- Ability to engage diverse stakeholders and build bridges across differences.
- Experience ensuring that all students receive a 21st century education that is academically

rigorous, personalized, relevant, and engaging while building a safe and supportive school culture.

- Ability to implement the California Standards of the Teaching Profession (CSTPs) to provide formative and summative performance assessments of staff.
- Ability to lead professional development and influence and motivate staff to improve their practice.
- Proficiency with data and technology to inform decisions and prepare a variety of reports (including student attendance, progress reports, work orders, budget, general accounting, safety plans, surveys, etc.).
- A proven record of persevering when working across multiple functions and roles within a complex organization to achieve goals.
- Strong interpersonal skills and the ability to build positive working relationships with senior level district staff, colleagues, parents, and community.
- Strong computer skills including Google Suite and Microsoft Office Suite (Word, Excel, and PowerPoint).
- Strategic leadership and management experience in a public high school educational setting.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Vision (which may be corrected) sufficient to read small print.
- Physical stamina to stand, reach, bend, lift, kneel, and squat.
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator.
- Ability to sit for prolonged periods.
- Good stamina and health appropriate to the position.
- Ability to tolerate varying inside and outside environmental conditions.