

Santa Rosa City Schools

Senior High School Principal



Title: High School Principal
Department: N/A FSLA Classification: Exempt
Bargaining Unit: None Work Year: School Year
Reports to: Superintendent Board Approval Date: February 24, 2010

Primary Function:

To serve as the educational leader and chief administrator of the school. To be responsible for the overall direction of the educational program and school operations.

Essential Job Functions include, but are not limited to the following:

1. Provides leadership in the development and implementation of academic programs, counseling services, career education and school to career transitions;
2. Ensures that special education programs and services for students are delivered according to identified needs;
3. Interviews and makes employment recommendations to the Assistant Superintendent, Human Resources, for Certificated and Classified staff;
4. Develops and implements an administrative organization with clear lines of responsibility;
5. Maintains effective community relationships with parents and other interested parties in order to both receive and share information regarding issues which effect the education of students;
6. Supervises and evaluates the performance of all assigned personnel;
7. Develops and implements a program of student discipline which focuses on a safe and respectful school climate;
8. Responsible for the administration of the school budget to achieve school wide objectives;
9. Provides leadership and support for co-curricular and extra-curricular programs;
10. Provides oversight of the school facility including building and grounds.

MINIMUM QUALIFICATIONS

Education and Experience

- 3-5 years service as a credentialed teacher in a secondary school (comprehensive High School preferred)
- 3-5 years serving as a site administrator in a Middle or High School setting

Licenses/Certifications:

- California Teaching Credential
- Administrator's Credential for the State of California

Abilities

- Promotes academic achievement as the primary focus of the school;
- Is well versed in curriculum theory and practice, particularly in the areas of academic standards, alignment, implementation, and assessment;
- Is supportive of students' academic, social and personal growth;
- Is collaborative in working with staff, students and parents, to reach decisions;
- Is committed to professional development, growth and renewal for all staff;
- Has excellent written and oral communication skills.

Working Conditions

- Office environment as well as many hours spent outside on the campus or inside various classrooms.
- Hours may vary to meet school needs.
- Some local and out-of-county travel may be required for the purpose of meetings, events and other activities.

Physical Abilities

- Sitting for extended periods of time.
- Walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices.
- Able to lift up to 25 pounds.