VISTA UNIFIED SCHOOL DISTRICT CERTIFICATED JOB DESCRIPTION

TITLE OF POSITION: Principal, High School

- A. <u>Primary Function</u>: Plans, organizes, controls and directs the instructional programs, operations, plant, and personnel for a comprehensive high school. Ensures a safe and positive learning environment for the students and staff of the high school. The principal serves as the educational leader and administrative officer at the school site. The principal will demonstrate effective leadership, collaborate with all staff, lead teams and promote high levels of student achievement. The principal is expected to align all resources and to manage systems and procedures effectively and efficiently.
- B. <u>Directly Responsible to</u>: Superintendent or assigned Executive Cabinet designee
- C. Representative Duties:
 - 1. Provides leadership to school staff in interpreting district policies, defining and clarifying educational objectives, and stimulating high levels of job performance. **E**
 - 2. Embraces a future focused mindset with the ability to develop innovative thinking and solve complex problems. **E**
 - 3. Plans, organizes, controls and directs instructional activities, special programs, and plan operations; confers with District Office personnel regarding staff, programs, students, finances, and legal requirements; implements and modifies the school's mission, goals, objectives and programs as needed. **E**
 - 4. Plans, directs, and evaluates the instructional program in the school with an understanding and appreciation for the need to modify traditional curriculum to meet the needs of individual students; communicates with teachers to assure instructional programs meet student needs and District and State requirements. **E**
 - 5. Assigns, trains, supervises, evaluates staff. Requests new staff as needed. Recruits, interviews, and recommends the employment of certificated personnel for staff. Assigns faculty and staff as appropriate to meet school objectives. **E**
 - 6. Inspects school site to ensure proper maintenance, operations, and safety; assures proper management and inventory of materials, equipment, buildings, and grounds. **E**
 - 7. Plans, organizes, coordinates, supervises, and administers programs of high school education; meets with advisory groups and individuals; selects and organizes new courses of instruction. Evaluates the effectiveness of courses meeting the needs of students.
 - 8. Directs and participates in a planned program of classroom visitations and observations; documents evidence of substandard performance; offers supports, recommends discipline, reassignments, or termination of staff as appropriate. **E**
 - 9. Supervises a fair and consistent student discipline policy. **E**
 - 10. Studies and initiates the use of new teaching methods and staff development materials; initiates, encourages, and directs the implementation of instructional programs. **E**

- 11. Responsible for the management of school resources, including revenue and expenditures, personnel, facilities, and equipment. **E**
- 12. Plans and directs the business operations of the school; develops and administers site budgets; Ensures proper allocation of funds for instructional and non-instructional equipment and materials.
- 13. Coordinates and meets with school site advisory groups; conducts student/parent appeals; responds to and resolves parent, student, and staff complaints; represents the school at Board, District, and community events. **E**
- 14. Directs the implementation of staff development and inservice training; updates staff on revised policies and procedures and implements changes.
- 15. Supervises the periodic reports to the State, Superintendent or designee, and other reports as authorized or directed.
- 16. Supervises the maintenance of records of student attendance, and of permanent records of student accomplishment; directs the maintenance of student and staff records at the site.
- 17. Maintains an effective communication system, including keeping the Superintendent or designee informed regarding developments in his/her school.
- 18. Promotes positive and effective relationships among staff, students, and parents. **E**
- 19. Ensures the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance, and other support services; provides individual academic and personal supports to students and parents. **E**
- 20. Prepares and writes correspondence, bulletins, and other communication on behalf of the school; arranges for school level public relations and publicity for special events and achievements as appropriate.
- 21. Coordinates, organizes, and implements all student activities in the school.
- 22. Responsible for being knowledgeable and current relative to District, State, and Federal policies, laws, and regulations as they relate to the school and its programs; administers District and school site policies and safety programs. **E**
- 23. Serves on various district committees as directed by the Superintendent or designee.
- 24. Performs other related duties as assigned.

D. <u>Education and Experience</u>:

Appropriate valid California Clear Teaching Credential

Valid California Administrative Services Credential

Completion of a Master's Degree

Valid California driver's license

At least seven (7) years of increasing responsibility in teaching, counseling and/or administrative experiences in education

E. <u>Qualifications:</u>

Knowledge of:

High School/Alternative education curriculum, instruction, students services (including special education), program and student assessment, and staff development skills and strategies. School climate building, collaborative teaching, collegial support and working with parent groups Positive Behavior/Instructional Systems (PBIS)

High level of instructional expertise in order to effectively guide all instructional efforts Board and District policies, procedures, regulations, and bargaining agreements Principles and techniques of budget preparation and control Various technologies used in teaching and learning Interpersonal skills using tact, patience, and courtesy

Abilities to:

Communicate effectively orally and in writing

Work in a diverse socio-economic and multicultural community

Maintain consistent, punctual and regular attendance

Build an effective master schedule using allocations of staff directed by business services and HR

Supervise and evaluate the performance of assigned staff

Systematically analyze problems to determine alternative solutions

Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws

Meet schedules and deadlines

Complete work with many interruptions.

Maintain records and exercise confidentiality

Use a computer or other technology-based equipment

F. <u>Physical Demands</u>:

Occasionally sitting for extended periods of time

Frequently walking, standing, stooping or bending

Variable hours

Physical agility and stamina (occasionally to frequently)

Occasionally lifting, pushing or pulling objects weighing up to 20 pounds, seldom weighing up to 40 lbs

Occasionally climbing, reaching overhead (above the shoulders), twisting, crouching or kneeling

Dexterity of hands and fingers to operate a computer keyboard (occasionally to frequently)

Frequently listening and speaking to exchange information and make presentations

Physical Demands Frequency Definitions Based on an 8 hour day:

N = Never = 0%

S = Seldom = 1 - 10% (< 45 minutes)

Oc = Occasionally = 11 - 33% (up to 3.0 hours)

F = Frequently = 34 - 66% (up to 6 hours)

C = Continuously = 67 - 100% (> 6 hours)

- G. Salary: Range 31
- H. Work Year: 227 days

Updated 2/18

VUSD is seeking an instructional leader to serve as the Principal at Vista High School, a large comprehensive high school with diverse student population. The candidate should have experience in school administration that has lead to improved results in student performance, should possess exceptional communication skills, and should demonstrate a working knowledge of the challenges as well as direction of education in the twenty-first century. A redesign of a large traditional district school, Vista High School uses a rigorous, hands-on, collaborative approach to challenge students to take on real-world challenges defined by the United Nations Sustainable Development Goals. With curriculum, co-created by students and their teachers, Vista High School is focused more than ever on empowering students to take full control of their learning, tackle real-world problems with empathy and collaboration and act as a global change agents. The vision won the support of the XQ Super School Project that brings Vista High School \$10,000,000 over five years to jump start the redesign of the high school experience.

Please note: only completed applications will be accepted.

Do You have a Vision? We Do! Our Vision is to be "THE" Model of Educational Excellence!

If you have the ability to inspire students to reach beyond the textbook in innovative and technological ways and know the meaning of Respect, Trust, and Collaboration then we want to speak to you!

Come and be part of the W.A.V.E (We Are Vista Everyday)