

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. Education and Experience:

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. Qualifications:

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. Physical Demands:

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 led 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 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)