

**CARMEL UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION – PRINCIPAL-HIGH SCHOOL**  
**PENDING BOARD APPROVAL**

POSITION: PRINCIPAL – HIGH SCHOOL

A. PRIMARY FUNCTION

Under the direction of the Superintendent, oversee and direct all activities related to the school's curriculum, programs, personnel, and facilities in accordance with State, County and District regulations, policies, and procedures; work in close cooperation with school staff, site and district administrators, the Governing Board, parents, pupils, and other members of the community to determine educational goals and objectives that will provide for an exceptional educational program directed toward meeting the intellectual, emotional, and social needs of each student; act as the educational leader and manager of the school; have direct responsibility for the administration of the school and all of its educational and co-curricular programs; and to perform other duties as required or assigned by the superintendent.

B. ESSENTIAL FUNCTIONS

Duties include, but are not limited to the following:

**Leadership:** Provide leadership in developing and communicating a shared vision of an outstanding comprehensive high school. Participate as a member of the District management team to support District-wide efforts to improve teaching and learning. Set high expectations for faculty, staff and students, with a focus on continuous improvement in teaching and learning. Establish an environment conducive to and supportive of excellence in learning and a school-wide culture that supports the growth and development of all students. Promote professional growth for all staff.

**School Community and Culture:** Establish and maintain a positive and safe school climate conducive to learning for all students. Work with a diverse student and parent community to build parent and community support and involvement in all aspects of the school program. Communicate regularly and effectively with all stakeholder groups. Assume public relations functions for the school, in the District, and within in the broader community. Build sound relations with the District Office and Governing Board.

**Planning and Goal Setting:** Develop a collaborative process for setting, implementing, and monitoring progress of school goals, while acting in alignment with and in accordance of District goals. Lead school staff in the effort to collect and interpret data on student performance and social-emotional health to inform decisions about curriculum, instruction, intervention and support, development and evaluation of special programs, and staff development. Oversee articulation between Carmel High School and the middle school, continuation school, colleges, and other post-secondary opportunities.

**Administration:** Develop, manage, evaluate, and communicate student discipline policies and procedures. Develop and maintain the school safety plan. Oversee State mandated testing and all other special testing. Oversee the development of the master schedule, identify staffing needs, and manage the selection, assignment and supervision of staff. Oversee and manage budget, athletics, school facilities, school activities, and support services. Maintain pupil and personnel records. Prepare, deliver, and/or submit oral or written reports for the Governing Board, parent groups, committees, or County, State, or Federal government agencies. Support administrative and/or instructional technology.

**Personnel and Supervision:** Supervise Assistant Principals and personnel in other school departments. Delegate functions and responsibilities appropriately to Assistant Principals and other school leaders so that all programs operate efficiently and effectively. Assist in the selection, employment, and performance evaluation of classified and certificated personnel in the school. Supervise the campus and coordinate extra and co-curricular activities.

C. QUALIFICATIONS

MINIMUM REQUIREMENTS:

- Legal authorization to work in the United States
- Valid California Administrative Services Credential
- Completion of a Master's degree
- Demonstrated success in classroom curriculum, instruction, and school administration at the secondary level
- Ability to pass a Department of Justice (DOJ) and FBI fingerprint clearance
- Within 60 days of start, provision of TB (tuberculin) clearance
- Membership in the Association of California School Administrators and maintenance of an active cell phone account.
- Possession of a valid California driver's license and proof of insurance

KNOWLEDGE, SKILLS, and ABILITIES include but are not limited to the following

- Knowledge of principles and practices of leadership, management, supervision, and training, and the ability to stimulate and motivate cooperative team efforts through effective leadership.
- Extensive knowledge of academic curriculum and instructional delivery systems, school budgeting, assessment of student achievement, as well as administration of applicable policies and supervision of personnel
- Knowledge of educational and developmental issues of high school age students
- Ability to solve practical problems within the boundaries of Education Code, Board Policy, and Administrative Regulations
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work comfortably and establish strong, positive relationships with students, staff, parents, and the community in the context of a rigorous academic environment
- Deep commitment to world-class standards of academic performance for all students
- Effective interpersonal, communication, conflict resolution, time management, and record keeping skills

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds, and occasionally up to 50 pounds with assistance
6. Physical mobility sufficient to move about the work environment (office, sports facilities, district, between school sites) for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead
8. Physical strength and endurance necessary to walk or move quickly about campus, intervene with volatile students, including the need to restrain a student

E. WORKING CONDITIONS

Office and school site working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, desks, chairs, etc, reaching in all directions, working at a computer and/or telephone for prolonged periods of time, walking moderate distances around campus, intervening with volatile students, including the need to restrain students.

Approved: