

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services
665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

PRINCIPAL

Title:	School Principal	Reports To:	State Administrator
Department:	Academic Achievement & Accountability (AAA)	Work Year:	210 Days per year (K-5, 6-8, Continuation HS, Adult) 214 Days per year (9-12) 225 Days per year (Community Day)
Classification:	Certificated Management	Salary:	See Certificated Management Salary Schedule
Date Approved:	January 2007		

DESCRIPTION OF POSITION:

Under general supervision of the State Administrator, the School Principal will provide a high level of instructional leadership focusing on the maximum intellectual growth of the students in formulating and addressing school improvement objectives and district goals.

REPRESENTATIVE DUTIES:

- Use effective planning strategies, student performance data, and the resources of staff, community, and students in formulating and addressing school improvement objectives and district goals.. E¹
- Support teachers to implement district adopted curriculum. E
- Administer school site programs which provide for the developmental differences of students and for a wide variety of student learning needs: interpret these programs to the parents and community. E
- Interpret and apply State laws, County and district policies, regulations, and procedures at the school site. E
- Supervise and evaluate the performance of all assigned personnel in accordance with the District's adopted guidelines for evaluation and assessment. E
- Use instructional supervision to assist teachers in maintaining and improving teaching skills. E
- Lead and assist assigned staff in implementation of district-adopted curriculum through regular meetings and communication with all faculty. E
- Promote the continuous growth of staff by means of on-site in-service programs and by promoting staff participation in district in-service programs. E
- Promote a school community climate which encourages cooperation, accountability, responsibility, shared decision making, and effective problem solving which fosters ownership of the school. E
- Direct the scheduling and assignment of personnel and students. E
- Delegate responsibility to staff members and monitor the exercise of these responsibilities. E

¹ *Essential duties as required by the American Disabilities Act*

- Use constructive discipline procedures and guidance programs which foster student growth, promote positive student conduct and proper use and care of materials, buildings, and grounds.
E
- Perform other duties as assigned

EDUCATION AND EXPERIENCE:

- Graduate training with a Master’s degree.
- Proven successful teaching and a minimum of three years of demonstrated leadership ability required.
- Possession of an earned, valid California Administrative Credential and/or appropriate Supervision Credential or eligibility for a valid California Administrative and/or Supervisor Credentials.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- School instructional strategies and curriculum.
- Content Standards Curriculum.

WORKING CONDITIONS:

Environment: Office and School environment

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	3
Twist	3	Lift/carry 11-25 lbs	3
Squat	3	Lift/carry 26-40 lbs	3
Kneel	3	Lift/carry 41-100 lbs	2
Climb	3	Stand	4
Reach above shoulder	4	Walk	4
Grip/Grasp	4	Sit	4
Extend/Flex Neck	4	Drive	4
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The District is in compliance with ADA requirements.

Approved by: Rose Peppin
Rose Peppin, Assistant Superintendent of HRS

Date: 1-12-07