

SANTA YNEZ VALLEY UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL

BASIC FUNCTION:

Under the direction of the Superintendent, serve as the educational leader and chief administrator of an assigned school; supervise certificated and classified staff; direct activities regarding the school grounds, budget, student activities, discipline, curriculum, communications and articulation with the County Office, State/federal and other educational programs.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as the educational leader and chief administrator of an assigned school; plan, direct, coordinate and evaluate instructional programs in accordance with State and federal laws, regulations and other requirements; assure school activities comply with established policies and procedures.

Direct activities regarding the school grounds, budget, student activities, discipline, curriculum, communications and articulation with the County Office, State/federal and other educational programs.

Identify school needs and determine objectives; delegate and communicate objectives to staff; develop and implement short and long-range plans to improve school operations including staff development, curriculum studies and teacher instructional improvement.

Organize, administer and direct operations of assigned school; assure proper management and inventory of materials, equipment, buildings and grounds; assure the ordering and maintenance of adequate supplies and instructional materials.

Supervise, organize, direct and evaluate certificated and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign faculty and staff as appropriate to meet school objectives.

Organize, direct and oversee the student discipline program of the school; assure the health, safety and welfare of students and staff.

Design, develop and establish specific learning objectives and reward systems for students and staff; maintain a management information system which provides diagnostic, prescriptive and evaluative data regarding learning achievements.

Review, clarify and interpret programs and curriculum; communicate with teachers to assure instructional programs meet student needs and established requirements; maintain an educational program consistent with State requirements.

Attend and conduct a variety of meetings; represent the school at County Office and community functions; promote positive public relations and community awareness.

Plan and direct school business operations; coordinate grant funding and develop and administer the school budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.

Attend a variety of workshops and conferences to enhance leadership and management capabilities; share and exchange information and maintain current knowledge of the educational field.

Arrange for staff development and in-services; communicate with site and County Office personnel; update staff on revised policies and procedures and implement changes.

Direct the preparation and maintenance of a wide variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement and certification for graduation; direct the maintenance of detailed and complex files pertaining to school personnel, school facilities, inventories, financial information, contracts, insurance and legislation.

Establish and maintain communication with community agencies and parent groups; prepare and write bulletins and newsletters; arrange for publicity for special events and achievements as appropriate.

Certify student eligibility for graduation and coordinate graduation ceremonies as required.

Perform related duties as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of school programs, activities and services.

Budget preparation, implementation and control.

Curriculum development and implementation.

Evaluation strategies.

Teaching theories and techniques.

Principles and practices of administration, supervision and training.

Policies and objectives of Special Education Department and Juvenile Court and Community Schools programs and activities.

Applicable sections of the State Education Code and other applicable State and federal laws, codes, regulations, policies and procedures related to the education of students with and without disabilities.

County Office organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

ABILITY TO:

Serve as the educational leader and chief administrator of an assigned school.

Supervise certificated and classified staff.

Direct activities regarding the school grounds, budget, student activities, discipline, curriculum, communications and articulation with the County Office, State, federal and other educational programs.

Communicate with other schools, outside agencies, parents, students and the public.

Provide responsible and professional staff assistance and management in the education program.

Train, supervise and evaluate the performance of assigned staff.

Prioritize and schedule work.

Prepare, administer, monitor and control school budgets.

Interpret, apply, explain, and enforce rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Prepare and deliver oral presentations.

Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and five years of increasingly responsible experience in an educational setting including two years of teaching experience.

LICENSES AND OTHER REQUIREMENTS:

California Administrative Credential.

Appropriate California Teacher's Credential.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.

HAZARDS:

Contact with dissatisfied or abusive individuals.