

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**HIGH SCHOOL PRINCIPAL**

**CLASSIFICATION:** Certificated Management  
**SALARY LEVEL:** Range 47 Management Salary Schedule  
**WORK YEAR:** 222 Days

**JOB DEFINITION:**

The High School Principal is the instructional leader and chief administrative officer of a comprehensive 9-12 high school. Guides, directs and is responsible for the total operation of the school in all areas.

**SUPERVISOR(S):**

Superintendent of Schools

**POSITIONS SUPERVISED:**

High School Assistant Principal  
Counselors  
Certificated teachers and support staff  
Classified aides, clerical and support staff

**QUALIFICATION REQUIREMENTS**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

**EXAMPLES OF DUTIES**

The position includes but is not limited to the following list of representative duties. (May differ according to assignment):

**Essential Duties:**

- Supervises and evaluates instruction.
- Trains staff in the use of student assessments and interpreting results.
- Establishes with parents and staff participation, the school's mission, goals and objectives in relationship to school needs and the District's policies and mission.
- Prepares a budget to distribute the financial resources available to the school and maintains budgetary control of expenditures; seeks additional resources to meet the needs of the school.
- Coordinates the use of curriculum materials, instructional supplies, equipment, and school facilities; supervises the acquisition and implementation of texts and instructional materials.
- Coordinates effectively the development and implementation of federal and state funded programs.
- Interviews and recommends staff for employment to fill vacant positions; provides orientation, training and support for new employees at the school.
- Provides staff development for all staff members to improve their effectiveness.
- Supervises effectively appropriate curriculum implementation and improvement of teaching by annually reviewing goals and objectives, observing instruction and conferencing with teachers to improve instruction.
- Assigns and evaluates all certificated and classified staff members at the school according to the terms of the contracts.
- Develops a master schedule of classes to assure the best placement of staff and students to meet their educational needs.
- Maintains a positive and safe school climate that facilitates instruction and student learning.
- Develops and ensures the implementation of the school's student behavior policies and procedures; evaluates the effectiveness of the procedures and keeps students, staff and parents informed of changes.
- Maintains a Student Assistance Program, including counseling, conflict resolution and referrals to appropriate agencies.

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**Essential Duties (continued)**

- Develops a system for recognizing student and staff achievement.
- Maintains an active student government program and monitors its activities and financial matters.
- Supervises extracurricular activities, including league sporting events, concerts, dances, parties, field trips and other activities beyond the regular school day.
- Develops and implements a system through which the educational program and activities of the school are regularly communicated to parents.
- Develops and implements a plan consistent with the needs of students and District policy for active parent involvement in the school's program planning, monitoring and evaluation.
- Provides opportunities for parent conferences, back-to-school nights and other times when staff is available to parents to discuss their child's learning and behavior.
- Maintains a safe and clean school facility by regularly inspecting and communicating needs to the appropriate school and District staff.
- Maintains cumulative and other records pertinent to the operation of the school.
- Prepares and delivers oral and written reports, recommendations and presentations to the Board, committees, parents and others.
- Makes administrative decisions necessary for the proper functioning of the school and in emergency situations not covered by Board policy.
- Delegates functions and responsibilities to the Assistant Principal in such a manner that the total program operates effectively; provides training for the Assistant Principal's Professional growth.

**Other Related Duties:**

- Attends appropriate conferences, workshops and meetings to keep informed of current practices and trends in education.
- Attends meetings of the PTA, School site council, advisory committees and School Board as requested beyond the regular workday.
- Acts as Emergency Services Director at the school site in emergencies as described in the MPUSD Emergency Plan.
- Provides first aid and CPR if needed.
- Performs other related duties as may be assigned by the Superintendent.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy.
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups..
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead.
- Physical stamina sufficient to sustain light to medium physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations.
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds.
- Typically indoor work environment.

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**REQUIRED QUALIFICATIONS:**

**Education:**

- An appropriate California credential authorizing service as an administrator, or completion of at least
- Tier 1 Administrative Program.
- An appropriate California teaching credential
- Bachelor's degree from an accredited college or university.
- Master's Degree desirable.

**Experience:**

- Minimum of one (1) year of site level administrative experience.
- Minimum of five (5) years successful teaching experience.

**Knowledge of:**

- Principles and practices of leadership, management, supervision and training.
- Curriculum design, planning, development, implementation and evaluation.
- Curriculum, instruction and assessment processes and how they should operate in an effective school.
- Laws and regulations regarding the programs supervised.
- Applicable sections of State Education Code and other applicable state publications, such as curriculum framework.
- Budget preparation and control.
- Technology and computer software applications relative to instruction and administration.
- California Standards for the Teaching Profession.

**Ability to:**

- Stimulate and motivate cooperative team efforts and provide leadership.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Meet schedules and timelines.
- Work independently with appropriate direction.
- Analyze situations accurately and adopt an effective course of action.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Use tact, patience and courtesy when dealing with people.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Qualify for a Standard First Aid and CPR certificate.
- Possess a California driver's license and be insurable.

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**DESIRABLE QUALIFICATIONS:**

- Successful experience as an administrator, management trainee, or counselor at a high school or middle school.
- Fiscal expertise that enables first-hand oversight of and responsibility for school budgets.
- Previous experience working effectively with culturally and linguistically diverse groups.
- Ability to speak a language in addition to English.
- Successful experience in areas of conflict resolution.
- Ability to use a consultative approach to resolving work related issues.
- Knowledge of organizations, operations, policies and objectives of public education.
- Visibility and involvement in education and the community.
- Previous experience in leadership, coaching and teambuilding skills to strengthen and cultivate relationships.
- Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes.
- Ability to continuously seek quality service and process improvements in order to support a mission and strategic vision.

**REVISION CONTROL**

<b>Action</b>	<b>Date</b>
Revised	10/2004
Superintendent Approval	10/2004
Salary Range adjusted pursuant to board action	7/24/2018