

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: PRINCIPAL-HIGH SCHOOL**

#### **BASIC FUNCTION:**

Under the direction of the Associate Superintendent, Secondary Education and the Director-Secondary Education, plan, organize, control and direct the instructional programs, operations, plant and personnel for a comprehensive high school (9-12); assure safe and positive learning environment for the students and staff.

#### **ESSENTIAL FUNCTIONS:**

Plan, organize, control and direct and evaluate instructional activities, extracurricular events, special programs and plant operations at a District comprehensive high school; confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement and modify and evaluate the school's mission, vision, goals, objectives and programs as needed.

Interview, select, direct and evaluate certificated and classified personnel; assign faculty including Vice Principals, Counselors and other staff as appropriate to meet school objectives.

Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.

Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.

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

Analyze data and develop and implement plans for instructional improvement growing out of program assessment.

Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements.

Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.

Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.

Conduct articulation activities with elementary and middle feeder schools and other District high schools; develop and direct orientation programs for new students.

Supervise students on campus before and after school; monitor students during lunch, recess and other activities; discipline students according to established guidelines.

Assure the health, safety and welfare of students.

Oversee attendance, behavior management, counseling, guidance and other student support services; provide access to academic, social and career counseling to students.

Coordinate the maintenance and operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds.

Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.

Provide leadership and direction to the student activities and athletics programs and the respective faculty directors.

Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; conduct student/parent appeals; attend IEP and other meetings as assigned; respond to and resolve parent, student and staff complaints; represent the school at Board, District and community functions; participate in PQR and WASC activities.

Provide for the development and implementation of class schedules.

Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.

Direct the maintenance of comprehensive files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Comprehensive organization, activities, goals and objectives of a District comprehensive high school.  
School law administration and applicable sections of the State Education Code and other applicable laws.

State and local curriculum requirements.

Board and District policies, procedures and regulations.

Labor relations law and employee contracts.

State plant facility requirements.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.  
Public speaking techniques.  
Basic computer operation.

**ABILITY TO:**

Plan, organize and direct the operations, plant and personnel of an assigned comprehensive high school.  
Organize, direct, evaluate and supervise assigned certificated and classified staff.  
Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.  
Train, supervise and evaluate certificated and classified personnel.  
Plan and direct the budget and business operations of the high school.  
Establish, coordinate and maintain communication with community and parent groups.  
Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Complete work with many interruptions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
See to monitor students and read a variety of materials.  
Move hands and fingers to operate a computer keyboard.  
Sit or stand for extended periods of time.  
Bend at the waist, kneel or crouch.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: master's degree in education or related field and five years of classroom experience, including at least three years at the secondary level in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

California Teaching or PPS Credential.  
California Administrative Credential.  
Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.