

**WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: PRINCIPAL-HIGH SCHOOL

Directly Responsible to: Superintendent

Supervision Over: Certificated, classified, and volunteer personnel

BASIC FUNCTION:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control, 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 Asst. 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 the 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 schools, 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 students.
- Coordinate the maintenance and operations of the school; 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.
- 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, school 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.

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 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 and personnel of a high school.
- Organize, direct, evaluate, and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, 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 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.
- Operate standard office equipment including a computer.

Physical Ability To:

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, and to observe students.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels
- Kneel, bend at the waist, or crouch.
- Lift objects weighing up to 25 pounds.

Qualifications:

- Any combination equivalent to: master's degree in education or related field and five years of classroom experience, including at least two years at the secondary level in an administrative capacity.
- Valid California credential authorizing service as an administrator, or eligibility for an administrative credential. Valid California teaching credential.
- Energetic and positive approach to responsibilities.
- Drive to attain results; proven experience and effectiveness in improving student achievement in classroom and/or school.
- Ability to withstand stress; has a positive attitude; demonstrates compassion.
- Self-motivated; able to accept criticism and grow as a result
- Strong communication and organizational skills.
- Valid California drivers' license and ability to drive a car to perform job requirements.

Working Conditions:

- Environment: Office environment, constant interruptions, driving a vehicle to conduct work, evening or variable hours.