

MODESTO CITY SCHOOLS

JOB DESCRIPTION

PRINCIPAL 9-12

DEFINITION:

Under the direction of the Senior Director-Educational Services, plan, organize, control and direct the instructional programs, operations, plant and personnel for a comprehensive high school; assure safe and positive learning environment for the students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct and evaluate instructional activities, extracurricular events, special programs and plant operations at a comprehensive high school; confer with 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; provide direction in the development, implementation and evaluation of instructional delivery strategies to meet established student expectations.
- 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.
- Direct the evaluation and revision of curricular, instructional and student assessment programs in cooperation with appropriate administrators; communicate with teachers to assure instructional programs meet student needs and requirements; establish, implement and evaluate goals for site programs; plan, initiate and evaluate alternative programs and procedures for at-risk students.
- Direct and conduct a planned program of formal and informal classroom visitations and observations to evaluate faculty and other personnel.
- Cooperate and make recommendations regarding the development of policies and administrative regulations.
- 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.
- Assure the health, safety and welfare of students; develop programs to improve student attendance and to address student support services.
- Oversee attendance, enrollment, behavior management, counseling, guidance and other student support services; provide individual academic and personal assistance to students and parents.
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Direct the maintenance and security of assigned physical assets.
- Direct the preparation and maintenance of a variety of 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.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; attend IEP/SST/504 plan sessions and other meetings as necessary; respond to and resolve parent, student and staff complaints; represent the school at Board and community functions.
- Drive a vehicle to various sites to conduct work.

OTHER DUTIES:

Principal 9-12

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- 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

- Valid California Teaching or other appropriate Credential.
- Valid California Administrative Credential.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of a high school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Board and organizational 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.
- Operation of a computer and assigned software.

Ability to:

- 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.
- Prepare and present reports and presentations to a variety of audiences.
- 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.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.
- Evening and variable work hours.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 6/11/91

Board Approved: 7/1/91

FLSA Status: Exempt