CHINO VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	High School Principal	**REPORTS**:	Associate Superintendent Educational Services
DEPARTMENT:	Educational Services	**CLASSIFICATION:**	Management
FLSA:	Exempt	**WORK YEAR:**	225 days
ISSUED:	April 2, 2009	**SALARY:**	Range 14

BASIC FUNCTION:

Chief executive and educational leader of the school; is responsible for the management of the instructional program, operation of the school plant, participation in staff and student activities, and exercises leadership in the community. Is accountable to the superintendent for the quality of teaching and counseling, curriculum and maintenance of the school and the achievement of the students.

REPRESENTATIVE DUTIES:

(E) = ESSENTIAL FUNCTIONS

Directs and assists the assigned staff in the development of an effective instructional program through conferences, meetings, bulletins, in-service workshops, demonstrations, experimentation, interpretation of guidelines and classroom observations. **(E)**

Manages and promotes the professional growth of the assigned staff through personal counseling, participation in study conferences and committees, and evaluates assigned personnel in accordance with the district's uniform guidelines for evaluation and assessment, and recommends appropriate action. **(E)**

Manages and directs the educational activities of the school by implementing instructional programs including the direction of instructional methods, use of equipment and control of curriculum standards, directs assigned programs for exceptional children and interprets results of testing program to teaching staff. **(E)**

Responsible for the selection and assignment of staff. **(E)**

Plans, supervises and assumes responsibility for budgeting fiscal operations of the school; reviews and approves departmental budgets. **(E)**

Supervises the development of the student master schedule. **(E)**

Manages and directs the organization and operation of student clubs, athletics, student government and special interest student activities. **(E)**

Responsible for the welfare of all students and employees under his/her jurisdiction within the confines of the school. **(E)**

Relates with the students, staff and parents and works cooperatively with them in planning the school's educational and extra-curricular programs.

Manages and directs staff in dealing with student counseling, guidance, and health problems.

Serves as liaison between district administration to classified and certificated employees. Also, interprets and implements district policy to staff, parents and students. **(E)**

Assists in the development and formulation of school policies and procedures. **(E)**

Performs other duties as assigned. **(E)**

MINIMUM REQUIREMENTS:

Education, Experience, Licenses, and other requirements:

Master's Degree preferred.

Possession of a valid California Administrative Credential authorizing service as an administrator is required.

Possession of a valid California Preliminary or Professional Clear Multiple Subject or Single Subject Teaching Credential authorizing service as an elementary or secondary teacher is desirable.

Five years of successful teaching and/or administration experience is required.

Employment eligibility that may include fingerprints, health (TB) and/or other employment clearance.

Must have valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Data analysis methodologies and instruments.
- Assessment development and content standards.
- State and federal laws, regulations and codes applicable to state and federal testing programs and accountability processes.
- Record-keeping techniques.
- District organization, operations, policies, and procedures.
- Principles of organization, operation, and supervision.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer software necessary to perform required duties, including Word, Excel, Access, PowerPoint, and statistical software programs.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, policies, and procedures related to assigned activities.

- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.

Ability to:

- Plan, organize, and administer a comprehensive assessment program.
- Administer assigned budgets and allocate funds.
- Demonstrate leadership qualities and utilize motivational techniques and strategies.
- Operate a computer terminal and audio-visual equipment.
- Communicate effectively, both orally and in writing.
- Write in a clear and concise manner for broad public appeal and interpretation.
- Gain cooperation through discussion and persuasion.
- Coordinate and supervise the work of others.
- Analyze situations carefully and adopt an effective course of action.
- Interpret, apply, and explain administrative and Board policies, laws, and regulations.
- Plan, organize, and prioritize work to meet multiple schedules and deadlines, and manage simultaneous tasks with many interruptions.
- Work independently with minimum direction and supervision; work under pressure.
- Understand, analyze, and prepare comprehensive narrative and statistical reports.
- Establish and maintain cooperative and effective working relationships with District personnel, community members, and external companies and agencies in the course of performing assigned duties.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

Environment:

- School sites.
- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with students, staff, parents, and the public.
- Indoor and outdoor environment.

Physical Demands:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and to prepare/process documents and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking over rough or uneven surfaces.
- Climbing, occasional use of stepladders.

- Physical activity may be required, which could include moderate lifting.

Hazards:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- May be exposed to contact with uncooperative or abusive individuals.
- Exposure to contact with blood or body fluids.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of High School Principal and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

_____ _____

(Signature of Employee) (Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved:
Revised: April 2, 2009