

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

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TITLE: PRINCIPAL, HIGH SCHOOL

JOB GOAL: To provide school-wide leadership, supervisory, and administrative skills so as to promote the educational development of each student.

QUALIFICATIONS

Knowledge of

1. Assessment and evaluation of effective instructional techniques.
2. State Standards, curricular development and assessment.
3. Development of a school-wide master schedule.
4. Effective instructional and intervention strategies.
5. Preparation and implementation of a school-wide disaster preparedness plan.
6. Special education mandates.
7. State and district laws, rules, and regulations pertaining to the educational environment.
8. Supervision of campus climate and co-curricular events.
9. Safety rules and regulations for this position.

Ability to

1. Apply general policies and procedures to specific situations.
2. Assist in developing and implementing a school vision.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in both oral and written forms.
5. Conduct workshops.
6. Design/implement and effective action plan, professional development and school meetings.
7. Effectively and efficiently supervise a variety of personnel.
8. Establish and maintain effective work relationships with others while performing of required duties, including, but limited to, students, staff, law enforcement agencies, parent, and community members.
9. Facilitate open communication and understanding.
10. Facilitate participatory decision-making.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
12. Identify and effectively address school issues.
13. Interact with local support agencies.
14. Investigate issues, which relate to the school including climate and safety.
15. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operations unit.
16. Perform the job functions in the job description.
17. Present and maintain a professional appearance and demeanor.
18. Receive and give information over the telephone or in person in a courteous and professional manner.
19. Develop, follow, and evaluate school policies and procedures.
20. Understand and carry out oral and written instructions, policies, and procedures.

Ability to (continued)

21. Lead and work cohesively in a team environment.
22. Work successfully with diverse groups of people.
23. Collaborate and write grant proposals.

Training and Experience

1. A Master's Degree or higher degree from an accredited college or university.
2. A work history demonstrating leadership, dependability, reliability, and good attendance.
3. Bilingual (Spanish) proficiency desired.
4. Four (4) or more years of successful teaching experience, preferably at the high school level.
5. Possession and maintenance of a valid and appropriate California Administrative Services Credential.
6. Possession and maintenance of a valid California Teaching Credential.
7. Three (3) or more years of successful administrative experience, preferably at the high school level.

REPORTS TO: Superintendent or designee

SUPERVISES: All personnel attached to the school

ESSENTIAL FUNCTIONS

1. Actively participates in Accreditation and other school evaluation/study efforts.
2. Articulates the District vision, program, and goals to ensure equity and access to optimize achievement for all student groups.
3. Assesses staff professional growth needs on a regular basis and provides varied opportunities for staff to participate in professional growth activities.
4. Assumes responsibility for ensuring student attendance rates are maintained at a high level.
5. Attends and participates in student, staff, and other school-related community functions.
6. Builds a sense of teamwork, maintains high standards, demonstrates a positive attitude, and is relentless in the pursuit of excellence.
7. Conducts professional development activities for all staff members that include modeling appropriate instructional priorities and techniques.
8. Collaborates with staff, students, and community leaders on school needs.
9. Coordinates the functions of all certificated and classified employees.
10. Creates partnerships with business and community groups as appropriate.
11. Demonstrates a willingness to participate in district-level activities.
12. Develops and implements instructional priorities and strategies.
13. Develops school plans and organizational procedures for the health, safety, discipline and conduct of students and staff.
14. Directs and actively participates in all Crisis Intervention Team activities at his/her assigned site.
15. Ensures proper maintenance and control of site-based and student funds.
16. Establishes a participatory management system, which provides staff involvement and collaboration in appropriate decision making.

Job Description: Principal, High School Page 3 of 5

ESSENTIAL FUNCTIONS (continued)

17. Functions as an instructional leader and assumes responsibility for standards implementation, and local and state accountability measures.
18. Implements district-approved curriculum.
19. Plans for the most effective use of curriculum materials, instructional supplies and equipment.
20. Interacts with parent, student, and staff concerns in a sensitive and timely manner.
21. Interprets school programs to community leaders.
22. Keeps the Superintendent and other District personnel informed of the school's activities and problems.
23. Knows, understands, and implements the Vision Statement of the district.
24. Knows, understands, and implements board policies and regulations applicable to assignment.
25. Maintains a high level of visibility on the campus and at school related events.
26. Maintains administrative records.
27. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
28. Manages time effectively so that priorities are attended to in an effective manner.
29. Meets regularly with students, staff and parents to evaluate the school and plan for its improvement in all aspects - curriculum, instruction, administration, fiscal management, student activities, and community involvement.
30. Monitors the maintenance of the buildings and grounds in an aesthetically pleasing manner.
31. Monitors the progress of pupils, and takes action to ensure that a high level of pupil success is achieved.
32. Monitors the school budget and makes financial decisions based on priorities; maintains a balanced budget.
33. Motivates, encourages, and supports each student and staff member.
34. Participates in district professional development as required.
35. Oversees, the coordination, implementation and evaluation of curricular and extra-curricular programs of the school.
36. Plans, supervises, and directs the business operation of the school in accordance with District policies and procedures.
37. Provides instructional leadership in the latest research based instructional strategies. ~~to~~.
38. Provides leadership to staff in the selection and implementation of textbooks and instructional materials.
39. Provides leadership to the staff and community in maintaining and/or developing educational programs, which meet the needs of all students.
40. Provides leadership to the staff in determining short range and long range plans based on school level needs and/or overall District goals and objectives.
41. Provides monthly written information to the district and community about school programs, events, etc.
42. Responsible for evaluation and human resource management at the school site.
43. Returns all phone calls from parents/guardians on an immediate as possible basis, and within 24 hours.
44. Serves as a member of Special Education IEP meetings for potential placement.
45. Serves as a member of Administrative, Curriculum, and other district committees.

ESSENTIAL FUNCTIONS (continued)

46. Strives to create a school climate, which is positive and productive for students, staff, and community.
47. Supervises and evaluates the performance of all school personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment.
48. Takes all appropriate actions to ensure student safety and implement systems to mitigate negative behaviors.
49. Uses a participatory management system, which provides staff involvement in appropriate decision making.
50. Works in conjunction with administrative team, leadership team, and staff to insure student learning and instill confidence and competence in each student.
51. Works with teachers, the administrative team, students, staff, parents, and other administrators to design, implement, monitor, and assess each area of the curriculum, emphasizing the K-12 sequence.
52. Promotes and cultivates a climate and culture of high expectations and trust.
53. Models and professionally develops assistant principals and site management personnel.
54. Performs such other tasks and assumes such other responsibilities as the Superintendent or designee may assign.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.
3. Possession and maintenance of a First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification is desired.
4. Some positions in this class may require individuals who can read, write, and/or speak a second language.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders.
8. Able to lift up to fifteen (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to carry up to fifteen (10) pounds frequently, and thirty (30) pounds occasionally.
10. Able to push and pull objects weighing up to thirty (30) pounds.
11. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
12. Able to exhibit full range of motion for shoulder abduction and adduction.
13. Able to exhibit full range of motion for elbow flexion and extension.
14. Able to exhibit full range of motion for shoulder extension and flexion.
15. Able to exhibit full range of motion for back lateral flexion.

PHYSICAL ABILITIES (continued)

16. Able to exhibit full range of motion for hip flexion and extension.
17. Able to exhibit full range of motion for knee flexion.
18. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
19. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 220-day work year
Certificated Management

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: Board of Education
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Date: January 27, 1994
Date: June 26, 2003
Date: May 10, 2018

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
DRUG-FREE, TOBACCO-FREE WORKPLACE and
AN EQUAL OPPORTUNITY EMPLOYER**