

IMPERIAL UNIFIED SCHOOL DISTRICT

ADMINISTRATION - HIGH SCHOOL PRINCIPAL

Brief Description of Position:

Under the direction of the District Superintendent the High School Principal serves as educational leader and chief executive of the high school. The High School Principal is to be responsible for the instructional program, operation of the school plant, participation in staff and student activities and exercise leadership in the community.

Major Duties and Responsibilities:

1. Interprets and applies state, county, and school district laws, regulations, policies and procedures at the school site.
2. Directs and assists staff in carrying out the instructional program through conferences, meetings (individual and staff), in-service workshops (as needed) interpretation of guides (state, county, local), classroom visitation.
3. Promotes professional growth of assigned staff through personal counseling, and participation in study conferences and committees.
4. Evaluates all assigned personnel in accordance with district guidelines and policy and recommends appropriate action.
5. Directs activities necessary to support the educational program by guiding the organization and operation of student clubs and acting as student council advisor.
6. Directs and co-ordinates activities of assigned personnel including the secretary, attendance clerk, custodians, nurse (when on high school campus), librarian, and counselor.
7. Reviews and approves staff purchase order requests.
8. Responsible for maintenance of records necessary to meet established requirements.
9. Responsible for the activities of the school (delegates to the Vice-Principal).
10. Directs activities necessary to support a program of student counseling and discipline by conferring with parents, nurse, counselor(s), and teachers concerning problems of student adjustment.
11. Assists teachers and Vice-Principal as necessary in maintaining discipline.
12. Responsible for supplying student records and recommendations as requested.
13. Interprets school program and curriculum to parents through PTA, open house, personal conferences, letters and bulletins.
14. Promotes greater understanding among community groups of school objectives, accomplishments and problems.
15. Represents school and/or district in professional and community groups.
16. Responsible for the operation of the Adult Basic Education Program.
17. Performs other duties as assigned.

Supervision Exercised or Received:

Under the immediate supervision of the District Superintendent.

Administration - High School Principal

POSITION QUALIFICATIONS

Minimum Qualifications:

Credential: Secondary School Administration, General School Administration or Standard Administration.

Education: Bachelor's Degree

Experience: A minimum of three years successful secondary classroom teaching and one year as assistant principal.

Personal Qualities: Satisfactory community and family relationships. Ability to work well with people. Broad grasp of educational planning and curriculum, finance, legislation and school construction. Willingness to develop a quality educational program. A sound philosophy of educational leadership based on strong character and decision-making ability supported by sound judgment.