

FALLBROOK UNION HIGH SCHOOL DISTRICT
HIGH SCHOOL PRINCIPAL
Position Description

BASIC FUNCTION:

Under general direction of the Superintendent. Serves as instructional leader and chief administrator of a large senior high school. In addition to being responsible for maintaining an effective instruction program, the principal is responsible for the supervision of the school physical plant, the school budget, the certificated and classified staff, the student activity programs, and is responsible for maintaining active relationships with the community and close articulation with other educational levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Serves as the instructional leader of a comprehensive high school.
- Plan, design, and conduct follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the needs of students and the educational community.
- Understands the underlying philosophy for a high school that matches the intellectual, social, emotional, and physical needs of adolescents.
- Screens, selects, direct, and evaluates performance of certificated and classified staff members. Administers an articulated curriculum program; conducts regular needs assessments and interprets results to staff and community, and gives high priority to leadership for inspiring curriculum and instruction.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Communicates effectively with the business and residential community and participates in civic activities.
- Participates in the policy and decision-making process on matters affecting the District as a whole by membership in the Superintendent and educational councils.
- Motivates employee performance and enhances morale.
- Administers a balanced budget and operates a school under a decentralized management system.
- Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.
- Actively promotes fund-raising and grant applications for the site and for the District.
- Possesses the knowledge to implement an employee evaluation system which might include clinical supervision.
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder.
- Has knowledge of local policies, state and federal laws relating to minors.
- Supervises and manages site operation to assure safety and efficiency.
- Implements and monitors special programs.
- Manages certificated and classified contracts at site level.
- Develops master schedules and calendars which maximize the possible achievement of program objectives.

QUALIFICATIONS:

- Ability to articulate school and District policy.
- Energetic approach to responsibilities.
- Positive personality; sense of humor and compassion.

- Creative ability.
- Ability to accept criticism and grow as the result.
- Ability to visualize and implement change.
- Capacity to withstand stress.
- Self motivation.
- Potential for growth.

Experience and Education Required: Valid California Administrative Credential. Master's Degree, or higher, from an accredited college or university.

Minimum of five years of successful teaching and administrative experience in a high school; experience in the area of high school curriculum; demonstrated skill in participative management, shared decision making and school and program planning.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Requirements: 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.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Supervisor:	Superintendent
Work Year:	221 days per year, 8 hours per day
Salary:	Range 5, Certificated Management Salary Schedule
Overtime Status:	Exempt