

RIVERSIDE UNIFIED SCHOOL DISTRICT



TITLE: PRINCIPAL, HIGH SCHOOL

WORK YEAR: 221 Days

NON-WORK: 28 Days

REPORTS TO: Chief Academic Officer

EDUCATION AND EXPERIENCE:

- California Administrative Services Credential Master's Degree
- Minimum of three (3) years of site administrator experience (preferred)
- Minimum of five (5) years of experience as a classroom teacher with increasing responsibilities at the site level.
- Valid driver's license

PRIMARY FUNCTION:

Under the direction of the Chief Academic Officer, oversee the operations of an assigned school according to the established philosophy and policies of the Board of Education; improve the instructional program, oversee and participate in personnel management activities and functions, work with the community, manage the school, and oversee the activities of the school.

REPRESENTATIVE DUTIES:

- Perform a variety of duties to improve the instruction program including implementing the District-adopted curriculum, maintaining open channels of communication, working cooperatively with District administrators, and analyzing and utilizing facilities, time, and appropriate skillful personnel.
- Understand and utilize auxiliary services such as guidance, health, psychology and speech therapy to further improve the instruction program.
- Arrange for regular evaluation of school programs.
- Develop, implement and evaluate school reform initiatives.
- Develop and implement district and/or state-funded career partnership academies and other school-to-career programs.
- Establish and coordinate partnerships and grants that support efforts to integrate vocational and academic programs.
- Collect and analyze student achievement data for the purpose of instructional program improvement.

- Develop, implement, and evaluate instructional programs to meet the diverse needs of students and which result in increased student achievement.
- Coordinate the selection and evaluation of personnel; establish procedures for the implementation of new personnel policies and interpret policies to staff members; assist the staff in understanding individual rights and responsibilities.
- Serve as liaison and represent the interests of assigned staff to the Superintendent, the Board, and the community.
- Supervise and evaluate the performance of assigned staff; submit staff reemployment, tenure and promotional recommendations to the Human Resources office.
- Work with parents and citizens in educational planning according to established policies; work with staff in initiating and scheduling parent visitations to schools and parent-teacher conferences.
- Maintain current knowledge of the structure of the community.
- Work with staff in establishing effective communications within the community and encourage participation in community activities.
- Coordinate activities with the staff regarding the organization of the school in compliance with State and District policies, the development of the school's budget, and the development of flexible schedules for instructional organization and routine operations of the school; work with certificated and classified staff for an effective school plant operation.
- Provide leadership in developing and implementing District policies, goals and objectives.
- Work with parents, staff and students in developing procedures to alleviate potential local and District problem areas.
- Serve as a member of the District Expulsion Hearing Panel.
- Work with District and school staff to develop the use of technology for instruction, research, data management and information retrieval.
- Perform other related functions as assigned.

WORKING CONDITIONS:

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configuration