

Napa Valley Unified School District

Position Description

Position: High School Principal

Classification: Certificated Management

Reports to: Director III of Secondary Curriculum, Instruction and English Learner Services

Summary

The High School Principal, as an educational leader, is responsible to the Director III of Secondary Curriculum, Instruction and English Learner Services. The Principal is responsible for implementing the educational program of the assigned school; including the coordination and integration of the school program with the District goals and objectives. The Principal must be fair, reasonable and consistent. The Principal is responsible for the safety of the students, teachers, and the school's physical plant. The Principal is responsible for improving the teaching competence of the staff and the academic and developmental learning of the students. The Principal leads in overseeing, expediting, coordinating and improving the education of the children in the school. Areas of responsibility encompass counseling and guidance, behavior management, school activities, professional development, implementation and supervision of curriculum, testing, public relations, etc. The Principal will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and do related work as required.

Distinguishing Career Features

The Principal position is a management level position with operational responsibilities for the assigned school. The Principal is responsible for planning, evaluating and initiating programs to meet current and future District needs in each identified area. The position requires the ability to modify or adapt systems or programs in order to meet ongoing instructional, technological, and procedural changes. The Principal has budgetary responsibility within the scope of the position. Features include the ability to sequence and integrate multiple projects and programs, and develop both short and long term goals and metrics for analysis of results. The position requires frequent contact with leadership at school sites, District administration, and outside agencies, as well as collaboration with stakeholders in design and implementation of identified goals and objectives.

Essential Duties and Responsibilities

- Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long- and short-range plans for the school of assignment;
- Interprets and implements the District-approved curriculum program in light of individual school needs;
- Enlists the assistance of school resource personnel in the improvement of the program of the school;
- Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority;
- Identifies, provides, assigns, and coordinates in-service growth opportunities for teaching personnel within the school.
- Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential;
- Assigns all students in such a way as to encourage their optimum growth;
- Makes periodic appraisals of pupil progress;
- Develops school plans and organizational procedures for the health, safety, discipline and conduct of students as established in District procedures;
- Plans, coordinates, and evaluates the program of pupil services including guidance and counseling;
- Plans, supervises, and directs the business operation of the school in accordance with District policies and procedures;
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds;
- Carries out a program of community relations as a means of interpreting and furthering school program through parent and other community organizations; and

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- Performs other duties as assigned.

Qualifications

Knowledge and Skills

The Principal position requires knowledge of management principles of leadership, including organization, supervision and training. The position requires knowledge of middle and high school curriculum, and procedures associated with curriculum development and implementation. Position requires knowledge of ancillary services within the school. The position requires knowledge of principles and procedures associated with Special Education. Knowledge of and ability to make decisions in accordance with the laws, policies, regulations and procedures pertaining to school administration is essential. The position requires knowledge of the student community, culture and current local issues facing students and families.

Abilities

The position requires the ability to prepare summaries and reports regarding student or course data, program participation, demographics and performance. The position requires the ability to identify potential challenges and conflicts; collect, analyze and present complex data, evaluate alternative solutions; and prepare sound recommendations based on analysis of data. The ability to plan, organize and direct the activities of others toward a predetermined goal and to work effectively with persons at all levels is essential. It is necessary for the Principal to have the ability to develop collaborative relationships with site administrators, colleagues, teachers, parents and community organizations and to inspire individual and collective potential. Maintain continual instructional improvement through effective collaboration. Ability to apply technologically appropriate applications of instructional practices and procedures is required. The position requires the ability to manage conflict and transition; and ability to identify and determine the basic nature of student problems and needs, and provide assistance. The ability to effectively communicate in Spanish is highly desirable.

Physical Abilities

Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work, auditory ability to carry on conversations in person with large audiences, one-on-one, and over the phone; capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

Education and Experience

- California Administrative Services Credential;
- A minimum of three (3) years of administrative experience at the secondary level is desirable; and
- Minimum of three (5) years successful teaching experience at the secondary level.

Licenses and Certificates

Requires a valid driver's license

Working Conditions

Work includes duties in both office and school site environments.