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<b>Position:</b>	Director of Secondary Education / High School Principal	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	High School	<b>Salary Range:</b>	1
<b>Reports to/Evaluated by:</b>	Superintendent	<b>Salary Schedule:</b>	Certificated Management

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**SUMMARY**

Under the direction of the Superintendent, serve as the educational leader and chief administrator of assigned school; supervise certificated and classified staff; direct activities, budget, student activities, discipline, curriculum, communications and articulation with the County Office, State/federal and other educational programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides leadership, related to curriculum, in building a seamless 6-12 educational program.
- Plan, direct, coordinate and evaluate instructional programs in accordance with State and federal laws, regulations and other specially funded program requirements.
- Identify school needs and determine objectives; delegate and communicate objectives to staff; develop and implement short and long-range plans to improve school operations including staff development, curriculum studies and teacher instructional improvement.
- Organize, administer and direct operations of assigned school; assure proper management and inventory of materials, equipment, buildings and grounds; assure the ordering and maintenance of adequate supplies and instructional materials.
- Organize, direct and evaluate certificated and classified personnel at assigned location; assist in the evaluation of itinerant personnel as assigned to the school; assign faculty and staff as appropriate to meet school objectives.
- Organize, direct and oversee the student discipline program of the school; assure the health, safety and welfare of students and staff.
- Direct a planned program of classroom visitations and observations; identify and encourage teachers with leadership potential; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.
- Design, develop and establish specific learning objectives and reward systems for students and staff; maintain a management information system which provides diagnostic, prescriptive and evaluative data regarding learning achievements.
- Review, clarify and interpret programs and curriculum; communicate with teachers to assure instructional programs meet student needs and established requirements; maintain an educational program consistent with State requirements.
- Attend, conduct and/or chair a variety of meetings; represent the school at County Office and community functions; promote positive public relations and community awareness.
- Plan and direct business operations at assigned site; develop and administer the school budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Attend a variety of workshops and conferences to enhance leadership and management capabilities; share and exchange information and maintain current knowledge of the educational field.
- Arrange for staff development and in-services; communicate with site and County Office personnel; update staff on revised policies and procedures and implement changes.
- Direct the preparation and maintenance of a wide variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement and certification for

- graduation; direct the maintenance of detailed and complex files pertaining to school personnel, school facilities, inventories, financial information, contracts, insurance and legislation.
- Establish and maintain communication with community agencies and parent groups; prepare and write bulletins and newsletters; arrange for publicity for special events and achievements as appropriate.
  - Certify student eligibility for graduation and coordinate graduation ceremonies as required.
  - Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Planning, organization and direction of school programs, activities and services.
- Budget preparation, implementation and control.
- Curriculum development and implementation.
- Evaluation strategies.
- Teaching theories and techniques.
- Principles and practices of administration, supervision and training.
- Policies and objectives of Special Education Department and Juvenile Court and Community Schools programs and activities.
- Applicable sections of the State Education Code and other applicable State and Federal laws, codes, regulations, policies and procedures related to the education of students with and without disabilities.
- County Office organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

### Abilities:

- Plan, organize and control school programs and activities to provide educational and administrative leadership to the professional staff and students at designated school sites.
- Plan, direct and supervise the work performed by teachers, professionals and others at designated school sites.
- Communicate with other schools, outside agencies, parents, students and the public.
- Provide responsible and professional staff assistance and management in the education program.
- Train, supervise and evaluate the performance of assigned staff.
- Prioritize and schedule work.
- Prepare, administer, monitor and control school budgets.
- Interpret, apply, explain, and enforce rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Prepare comprehensive narrative and statistical reports.
- Prepare and deliver oral presentations.
- Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files.
- Establish and maintain cooperative and effective working relationships with others.

### Physical Abilities:

- Requires ambulatory ability to move to different offices and locations.
- Dexterity of hands and fingers to operate standard office equipment.
- Sitting for extended periods of time.
- Requires sufficient visual acuity to recognize words and numbers.

- Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience:

- Bachelor's degree from an accredited college or university.
- Master's Degree desirable.
- Minimum of one (1) year of site level administrative experience.
- Minimum of five (5) years successful teaching experience.

License and/or Credential:

- An appropriate California credential authorizing service as an administrator, or completion of at least Tier 1 Administrative Program.
- An appropriate California teaching credential.