

## **Escondido Union High School District Job Description**

**Job Title:** High School Principal  
**Employee Unit:** Management  
**FLSA Status:** Exempt  
**Salary Level:** Range 39 (225 days)  
**Approved By:** Board of Trustees  
**Approved Date:** 02/16/99

### **SUMMARY**

Directs and coordinates educational, administrative, and counseling activities of secondary school by performing the following duties personally or through subordinate supervisors.

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

Develops and evaluates educational program to ensure conformance to state and school board standards.

Plans and monitors school budget.

Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Confers with teachers, students, and parents concerning educational and behavioral problems in school.

Establishes and maintains relationships with colleges, community organizations, and other schools to coordinate educational services.

Requisitions and allocates supplies, equipment, and instructional material as needed.

Directs preparation of class schedules, cumulative records, and attendance reports.

Walks about school building and property to monitor safety and security.

Personally evaluates all temporary and probationary teachers, observing classroom activities, meeting with teacher, writing goals, completing evaluation forms and adhering to timelines of collective bargaining agreement.

Assigns and delegates evaluations of tenured teachers to Assistant Principals.

Plans and directs building maintenance.

Develops and administers educational programs for students with mental or physical disabilities.

### **SUPERVISORY RESPONSIBILITIES**

Leads the Management Team, consisting of Assistant Principals and Principal. Directly supervises Principal's Secretary and School Finance Clerk. Indirectly supervises, through

Assistant Principals, all certificated and classified staff at a comprehensive high school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

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.

### **EDUCATION and/or EXPERIENCE**

Minimum post secondary education to obtain California credential; two to six years experience as an Assistant Principal; minimum five years experience as a classroom teacher.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to understand site budget.

### **REASONING ABILITY**

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.

### **OTHER SKILLS AND ABILITIES**

A working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

### **PHYSICAL DEMANDS**

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 regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **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.

The noise level in the work environment is usually moderate.

## **COMMENTS**

The Principal of a comprehensive high school in the Escondido Union High School District is expected to interact favorably with administrators, board members, certificated and classified personnel at all levels, and to maintain a professional and caring attitude toward staff and students. As the Instructional Leader and school site manager, the Principal is expected to delegate and oversee all operations of the school, advocating and demonstrating a student-centered, business based management style that creates and maintains a safe environment for student achievement.