

## CERTIFICATED

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### PRINCIPAL - SENIOR HIGH SCHOOL, MIDDLE SCHOOL

- Primary Functions: To promote the educational development of pupils
- Directly Responsible To: Superintendent of Schools
- Directly Supervises: All certificated and classified staff assigned to the campus
- Functional Responsibilities: To be the ultimate responsible authority for the overall operation of the campus to which the assignment is made.

### QUALIFICATIONS

1. Education
  - A. Advanced degree with emphasis in administration, supervision, and curriculum development.
  - B. Appropriate California Administrative Credential
2. Experience
  - A. Evidence of successful secondary teaching and administrative experience.

### APPOINTMENT

1. The candidate shall be appointed by the Board of Trustees on the recommendation of the Superintendent.
2. The candidate shall be selected from among a list of qualified applicants selected through the medium of interview and examination procedures established by the Superintendent.

### OPERATIONAL RESPONSIBILITIES

1. The Superintendent is authorized to develop a job description for the 'Principal - Senior High School', 'Principal - Middle School' that will define specific areas of responsibility.

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The operational responsibilities shall include but not be limited to the following.

The principal:

#### A. GENERAL

1. Prepares the preliminary budget request for the school. Establishes educational priorities for materials and adjusts those priorities to meet the needs of the teachers and students within the allowable or anticipated funds.
2. Assumes responsibility for the development of a master schedule that provides for the most effective utilization of staff personnel and for the most beneficial advancement of students.
3. As required, prepares various statistical and other reports relating to such matters as attendance, enrollment figures, student drills required by state law, and special reports required by the Board of education, the district superintendent, or the central office.
4. Oversees the condition of the building and grounds and recommends ways for their better utilization in serving the educational needs of the students.
5. Participates with the department chairperson in the screening and interviewing of prospective staff members.
6. Responsibility for recommending to the Superintendent candidates to fill vacancies in all certificated and classified positions assigned to that campus.
7. Provides working conditions and attitudes conducive to good work on the part of pupils and staff.
8. Works with community groups such as parent club and others to explain, define, and interpret the schools' needs and accomplishments. Secures ideas on the school program and solicits community and staff support in making it function.
9. Cooperates with administrative, supervisory, consultant, and other personnel at the site and facilitates the accomplishment of their work.
10. As a member of the Management Team, may serve in the study of major administrative and educational problems and in the development of recommendations for their solution.
11. Encourages appropriate use of school buildings by community and encourages adult education.

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12. Is responsible for student control.
13. Assigns priorities to staff and to programs as required.