

**San Jose Unified School District
San Jose, California**

- Title:** Principal, High School
- Reports to:** Director, Secondary Education Services
- Supervises:** School site teachers, school site classified staff, school site administrators
- Job Goal:** The principal shall direct, monitor, and coordinate all school programs and activities involving staff, students, and parents.

Performance Responsibilities:

1. Provide leadership in the improvement of the instructional program.
 - Observe in classrooms on a regular basis.
 - Implement the District's Clinical Supervision methodology model.
 - Work with staff to improve the instructional program.
 - Monitor staff development activities related to the improvement of instruction.
 - Participate in District accountability efforts.
 - Enable others to act, foster collaboration. Model the way, setting an example, plan small wins. Inspire a shared vision, enlist the support of others. Challenge the process, search for opportunities, experiment and take risks. Encourage the heart, recognize contributions, celebrate accomplishments.
2. Fulfill certificated and classified personnel responsibilities.
 - Evaluate performance and prepare recommendations.
 - Identify needs, recruit, interview, and recommend personnel for employment.
3. Monitor effectiveness of substitute teacher procedures.
4. Coordinate the following activities: articulation activities with feeder schools, Food Services operation, use of school facilities, staff in-service activities, and staff supervision assignments, Mastery Teaching and Clinical supervision assignments; graduation activities, and staff supervision assignments.
5. Maintain a program of personal professional growth with emphasis on the evaluation and improvement of instruction.
6. Administer the school interscholastic athletic program.
 - Represent school on Blossom Valley Athletic League Board of Managers.
 - Establish and monitor system for eligibility and insurance.
 - Comply with all constitutions and provisions of the California Interscholastic Federation, Central Coast Section, and the Blossom Valley Athletic League.
 - Act upon protests, officials' reports, and follow-up on disciplinary actions, as required.
 - Ensure adequate supervision of contests/activities where it is required/needed.
7. Be aware of contract provision, covering certificated and classified employee groups.
 - Provide in-service for co-administrators in contract implementation and consent decree requirements.

8. Supervise plant maintenance and operation.
9. Monitor effectiveness of school attendance and discipline plan and ensure a safe school.
10. Plan for revision of staff and student handbooks annually.
11. Communicate with staff, parents, and community through bulletins and newsletters.
12. Organize and oversee parent and booster organizations and act as advisor at meetings.
13. Administer the school instructional budget and other categorical budgets, as applicable.
14. Monitor school bank procedures and activities.
15. Act as appeal officer for students, staff, and parents.
16. Monitor special programs and compliance activities, as required.
17. Assist with supervision of students.
18. Attend District administrators meetings and Board meetings, when requested.
19. Perform other tasks assigned by the Superintendent or designee.
20. Inform the District Office of critical incidents on campus.
21. Participate in Administrative Hearing Panels on expulsions, as requested.
22. Encourage parent inquiries and involvement in school activities.
23. Establish a positive and pro-active response to the school community and respond to request within a reasonable time period.
24. Anticipate spending 80-100 nights and 10-20 Saturdays supervising various activities.

Qualifications:

1. Appropriate California Administrative Credential
2. Master's Degree
3. Five years of successful teaching experience at appropriate level(s)
4. Demonstrated leadership skills and organizational skills
5. Demonstrated written and oral communication skills
6. Ability to relate well to students, staff and parents
7. Physical and emotional stamina

Terms of Employment:

Salary Placement: Appropriate range and step on the current Administrative Salary Schedule
Work Year: 221 Days

Evaluation: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.