

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

**TITLE:** Principal, High School

**CLASSIFICATION:**

**REPORTS TO:** Superintendent

**BASIC FUNCTION:**

The High School Principal is responsible for administration of the school. The principal will be responsible for directing the instructional program at the high school level designed to meet the needs of all students as expressed in the philosophy and goals adopted by the Board of Education. The principal is the instructional leader at the school, and assists with selection, retention, training, and promotion of certificated and non-certificated staff.

For schools with an International Baccalaureate (IB) Diploma Programme, the principal is responsible for working with the IB Coordinator and IB staff in an oversight role to ensure all aspects of the school's IB Programme(s) are implemented properly according to the IB Standards and Practices. The principal will also be responsible for overseeing the continued development of the schools IB Programme(s), and will work with the IB Coordinator and IB staff to that end.

**REPRESENTATIVE DUTIES:**

- Supervises directly or indirectly, every staff member at the high school
- Assumes responsibility for the administration of the school campus
- Establishes practices and procedures consistent with the provisions of Board Policy and Education Code
- Prepares, with assistance, the school site budget
- Delegates responsibilities to appropriate staff members for supervision and attendance of events and activities at the school site
- Assumes responsibility for the security and safety of students and staff, and the physical plant, in cooperation with other administrators at the site, and other District staff
- Collaborates with staff to develop and maintain a program of continuous professional learning

**SKILLS, KNOWLEDGE AND ABILITIES:**

KNOWLEDGE of District, regional, State, and federal policies and regulations, school climate- building, collaborative teaching, collegial support;

**ABILITY** to communicate clearly with staff, students, and parents; work collaboratively with staff members, peers, students, and parents; develop effective conflict resolution strategies; provide a positive school climate. Must be able to facilitate meetings; interpret school programs for parents and students and provide general guidance; utilize various software programs to create, maintain, and generate a variety of data and communication material.

**MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Minimum of four years of teaching experience at the secondary level and previous administrative experience; demonstrated ability to effectively deliver administrative services.

**EDUCATION:** Master's degree in an approved program which qualifies for secondary principal certification, or higher or equivalent. Valid California Administrative Services Credential. Valid California Teaching Credential.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**CLEARANCES:** Meet employment requirements as applicable with State, federal, local laws and Board Policy.

**TERMS OF EMPLOYMENT:**

- 215 work days
- Benefits: Medical, Dental, and Vision Benefits are provided by the District in accordance with current contract language between Livermore Management and Livermore Valley Joint Unified School District

**SALARY RANGE:** Certificated Leadership Team Salary Schedule

**FLSA STATUS:** Exempt

**Work Environment:** The usual and customary methods of performing the job's functions require the following physical demands: Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store books, materials, files, and supplies; lifting light to medium weight objects.

**PHYSICAL DEMANDS:**

	Never	Rarely	Occasional	Frequently	Continuous
Standing				X	
Walking				X	
Sitting			X		
Lifting			X		
Bending			X		
Twisting			X		
With both hands:					
Manipulate small objects				X	
Holding, grasping, turning				X	
Eye/hand coordination					X
Picking, pinching, fingering					X
Hearing with both ears:					
Near					X
Distance to 20 feet					X
Vision:					
Clarity at 20 inches or less					X
Clarity at 20 feet or more					X
See up, down, left and right					X
Speech and Language:					
Verbally communicate					X
Articulate, Understandable					X
Auditory comprehension					X
Visual comprehension					X
Speak and be understood on the telephone			X		
Short-term memory recall					X
Long-term memory recall					X
Reading				X	
Writing				X	

***Completion by Human Resources***

<b>Board Approval Date –</b>
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement
<b>Change Effective date:</b>