

**AMADOR COUNTY UNIFIED SCHOOL DISTRICT
PRINCIPAL, SECONDARY**

BRIEF DESCRIPTION OF POSITION

Under the direct supervision of the Superintendent or the Superintendent's Designee, The Principal serves as the instructional leader and chief executive of the school; is responsible for the administration functions for the school, staff, site budgets, and District-initiated programs involving curriculum, instruction, operations, communications, and campus climate/culture. The Principal actively participates in the formation and implementation of District policies, and provides direct in establishing liaison with the community.

MAJOR DUTIES AND RESPONSIBILITIES

1. Foster an environment that encourages staff to be innovative with instructional strategies and collaborative with other staff.
2. Provide due process for students on a case by case basis.
3. Implement restorative justice practices and proper discipline procedures for all students.
4. Develop appropriate programs to meet the unique needs and talents of students.
5. Create a safe and appropriate learning environment for students and staff.
6. Delegate responsibility for various campus operations to personnel for the purpose of managing the school effectively.
7. Coordinate and oversee the development of the school master schedule.
8. Implement District and Board approved curriculum, instruction, and assessments.
9. Interprets and follows all school, District, State and Federal policies and procedures.
10. Hire, supervise, mentor, and evaluate personnel in accordance with the District's adopted guidelines and procedures.
11. Communicate orally and electronically with students, staff, parents, industry partners, and community members for purposes of conveying information, receiving feedback, and participating in thoughtful discussions.
12. Manage school administrative functions (e.g. facilities, equipment, fiscal, technical, food services, site budgets and student accounts, supervision schedules, negotiated agreements) to maintain safe and efficient school operations, following policies and procedures.
13. Coordinates, and participates in all SST, 504 and IEP meetings.
14. Develops, implements, monitors, revise and secure approval of the school's Single Plan for Student Achievement (SPSA) in conjunction with the School Site Council.
15. Assists in the school's plan and implementation of effective student, parent, and community engagement activities.
16. Implements and monitors school improvement and intervention programs including before, during, and after school and extended year programs.
17. Collaborates with the leadership team, department chairs, and other staff, to ensure effective instruction, appropriate interventions and supports needed to increase the academic achievement, social-emotional wellness, and behavioral success of all students of each demographic subgroup.
18. Assess and define problems students may be experiencing (e.g., academic, attendance, family interactions, social-emotional, behavioral, and/or school/community relations) which interfere with the student's ability and potential to learn; recommends appropriate supports to address identified problems.
19. Makes regular classroom visits to observe instruction and determine the extent to which instructional methods and materials are being used effectively and to coach teachers.

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
PRINCIPAL, SECONDARY

20. Provides professional development to staff for continuous school improvement.
21. Develops communication networks that enable school personnel, parents and community leaders to be knowledgeable about academic support programs.
22. Implements effective guidance and health services for all students.
23. Develop and monitor committees (e.g. instruction, safety, site advisory, leadership) to coordinate activities, promote communication, and achieve school outcomes.
24. Participate in meetings, workshops, conferences, and seminars to gather and disseminate valuable information to improve school programmatic success, as well improving personal and professional growth.
25. Participates as a member of the district administrative team to carry out the strategic plan established by the district.
26. Analyze and evaluate student data; make appropriate instructional decisions to improve student achievement.
27. Maintains accurate records and prepares reports.
28. Provide, coordinate, and supervise extracurricular activities on campus.
29. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Credential: Valid California credential authorizing service as an administrator.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspect of school administration.
3. Experience: Successful teaching and/or PPS experience, as well as prior leadership and/or administrative experience.

OTHER REQUIREMENTS:

These requirements must be met prior to beginning employment and will be requested upon job offer acceptance.

Must provide proof of eligibility to work in the United States

Must possess a valid California Driver's License

Must provide proof of automobile insurance coverage

Fingerprint and Background clearance

Valid Tuberculosis (TB) clearance

PAYRANGE

Certificated Administrative Salary Schedule

Level V, 207 Days at Junior High Schools

Level VII, 212 Days at High Schools

FLSA Status: Exempt

Employee Group: Management