

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

**BRIEF DESCRIPTION OF POSITION**

The Principal is directly responsible for the instructional program, and for the administration, management, and operation of the school assigned.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Implements the District-approved program of instruction in accordance with the needs of students.
2. Participates in and makes recommendations regarding the selection and assignment of all school personnel.
3. Assists, supervises and evaluates all school personnel.
4. Assumes responsibility for a healthful environment and safe school facilities.
5. Interprets the school and District programs, policies and procedures to students and staff, parents and community.
6. Maintains accurate records and prepares reports.
7. Develops and implements school schedules and assigns all students to classes.
8. Plans, supervises and directs all student activities.
9. Assumes responsibility for a total school atmosphere that is conducive to optimum growth and learning.
10. Prepares school budget requests and administers the expenditure of funds.
11. Responsible for personal and professional growth.
12. Participates in the development of District policies as a member of the administrative team.
13. Participates in the ongoing development and evaluation of the District's instructional program.
14. Implements effective guidance and health services for all students.
15. Assigns staff members and delegates the necessary authority to assist in the management and operation of the school.
16. Coordinates staff development opportunities for teaching personnel within the school.

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17. Provides school leadership in implementing categorically funded programs according to Federal, State and District guidelines.
18. Implements a program of community relations as a means of interpreting and furthering school programs through parent organizations and other community organizations.
19. Performs other duties as assigned.

**SUPERVISION EXERCISED OR RECEIVED**

Under direct supervision of Superintendent. Supervises all certificated personnel and those classified personnel directly assigned to the school staff. Other classified personnel assigned to the school by the Operations Department and the Food Services Department are directly supervised by those departments and indirectly supervised by the Principal.

**MINIMUM QUALIFICATIONS**

1. Credential: Valid California credential authorizing service as an administrator at the secondary school level.
2. Education: Bachelor's degree; Master's degree preferred; training in the broad aspects of school administration.
3. Experience: Successful teaching and administrative experience.