

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – SECONDARY PRINCIPAL**

DEFINITION

To serve as the chief executive office of the school with total responsibility to serve as site instructional leader and to manage all affairs of the school consistent with District policy and procedures, including

SUPERVISION RECEIVED AND EXERCISED

Under direction of the superintendent and shall provide general control and supervision of certificated and classified employees assigned to serve in the school.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Provide leadership to the staff in assessing school needs and effectiveness and determining objectives as the basis for developing long and short range plans for the school of assignment.
- Effectively implement the district approved curriculum program.
- Facilitate staff innovation to improve instructional practices; coordinate pilot programs.
- Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
- Identify, provide, and coordinate in-service growth opportunities for personnel within the school.
- Supervise and evaluate performance of all assigned personnel, provide counseling and assistance as indicated; recommend appropriate action in cases of substandard performances; identify and encourage individual teachers with leadership potential.
- Direct the assignment of all pupils in such a way as to encourage their optimum growth.
- Coordinate instructional program that allows all students' access to district mandated requirements for graduation.
- Make periodic appraisals of pupil progress and ensure direct reports to parents.
- Develop school plans and organizational procedures for health, safety, discipline, and conduct of pupils as established in district procedures.
- Plan, supervise, and direct the business operation of the school, including management of all assigned district and specially funded budgets.
- Facilitate effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
- Direct a program of extracurricular activities for the pupils of the school.
- Carry out a program of community relations as a means of interpreting and furthering the school program through parent organizations and other community organizations.
- Serve as a district office in communication between district administration and certificated/classified employees in the schools, and interpret and implement district policies in individual schools.

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- Supervise and coordinate the services of resource teachers, peer coaches, and/or curriculum consultants assigned to assist teachers in the instructional program.
- Serve on district committees as assigned
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MINIMUM QUALIFICATIONS

Valid California administrative services credential.

Knowledge of:

- Technical aspects of field of specialty
- Oral and written communication skills
- Comprehensive organization, activities, goals and objectives of a district school site.
- Applicable sections of the State Education Code and applicable laws.
- State and local curriculum requirements.
- Board of Education and district policies, procedures and regulations.
- Labor relations law and employee contracts.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Public speaking techniques.
- Computer usage including applicable office software applications.

Ability to:

- Follow Board of Education and district policies, as well as school procedures, rules, and regulations.
- Demonstrate a concern for student health and safety.
- Collaborate with others to fulfill responsibilities related to goals and priorities at the school and district level.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Promote a positive professional image by action, communication, and appearance.

Experience and Training

Example:

Experience as a principal or assistant principal that demonstrates a record of effective administrative and related instructional leadership experience.

Special Requirements

- Strong commitment to working with adolescents and the parents and teachers of adolescents
- 215 duty days annually
- Ability to speak Spanish will enhance qualifications

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Physical Requirements

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read, prepare, and proofread documents and perform assigned duties.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: February 12, 2004