



Irvine Unified School District

PRINCIPAL HIGH SCHOOL

DEFINITION:

Under general direction of the Superintendent, is responsible for the administration and coordination of a high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Understands the underlying philosophy for a high school that matches the intellectual, social, emotional, and physical needs of adolescents.
- Screens, selects, directs and evaluates performance of certificated and classified staff members.
- Administers an articulated curriculum program; conducts regular needs assessments and interprets results to staff and community, and gives high priority to leadership for inspiring curriculum and instruction.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Communicates effectively with the business and residential community and participates in civic activities.
- Motivates employee performance and enhances morale.
- Administers a balanced budget and operates a school under a decentralized management system.
- Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.
- Actively promotes fund-raising and grant applications for the site and for the District.
- Possesses the knowledge to implement an employee evaluation system which might include clinical supervision.
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder.
- Has knowledge of local policies, state and federal laws relating to minors.
- Supervises and manages site operation to assure safety and efficiency.
- Implements and monitors special programs.
- Manages certificated and classified contracts at site level.
- Develops master schedules and calendars which maximize the possible achievement of program objectives.

QUALIFICATIONS GUIDE:

DESIRABLE

- Ability to articulate school and District policy
- Energetic approach to responsibilities
- Positive personality; sense of humor and compassion
- Creative ability
- Ability to accept criticism and grow as the result
- Ability to visualize and implement change
- Capacity to withstand stress
- Self motivation
- Potential for growth

CREDENTIAL:

Valid California Administrative Credential

EDUCATION:

Master's Degree, or higher, from an accredited college or university.

EXPERIENCE:

Successful teaching and administrative experience in a high school; experience in the area of high school curriculum; demonstrated skill in participative management, shared decision making and school and program planning.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

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