

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Principal, Innovative Small High School	CLASSIFICATION:	Certificated Management (UPE)
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	2117	WORK YEAR:	210.5 Days
DEPARTMENT:	School Site	SALARY:	Range 30 Salary Schedule B
REPORTS TO:	Associate Superintendent	BOARD APPROVAL: BOARD REVISION:	10-01-01

BASIC FUNCTION:

Plan, organize, control and direct the instructional programs, operations, plant, and personnel for a small high school providing individual instruction to all students.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control and direct instructional activities, extracurricular events, special programs, and plant operations for a small high school involving a staff of certificated and classified personnel; confer with District Office personnel regarding staff, programs, students, finances, and legal requirements; implement and modify the school's mission, goals, objectives, and programs as needed. **E**

Design a small high school where every student will:

- Work with an advisor, a parent or guardian, and a workplace mentor to design a personalized curriculum based on the student's interests. **E**
- Work at internships in community business and organizations two days each week, learning academic skills through real-world problem solving. **E**
- Be empowered to take charge of their learning to provide opportunities for students to gain skills and knowledge necessary to achieve success beyond high school. **E**
- Be engaged in a community that fosters respect and responsibility, and encourages students to become life-learners. **E**

Interview, select, direct, evaluate, and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives; perform certificated staff recruiting duties for the district as assigned. **E**

Direct and participate in a planned program of classroom visitations and observations; recommend discipline, reassignment, or termination action as appropriate; document evidence of substandard performance. **E**

Enforce applicable state and district codes, policies, and laws; administer district and school site discipline policies and safety programs. **E**

Plan and direct the business operations of school; develop and administer site-based budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials. **E**

Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators; communicate with teachers to assure instructional programs meet student needs and district requirements. **E**

Establish, coordinate, and maintain communication with community and parent groups, city officials, PTA representatives, and law enforcement officials. **E**

Prepare and write correspondence, bulletins, and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate. **E**

Plan, implement, direct, and evaluate instructional and categorical programs in accordance with state and federal laws, district regulations, and other specially funded program requirements. **E**

Assure the health, safety, and welfare of students; oversee attendance, behavior management, counseling, guidance, and other support services; provide individual academic and personal counseling to students and parents. **E**

Coordinate the maintenance operations of the school plant; assure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds. **E**

Direct the implementation of staff development and in-service training; update staff on revised policies and procedures, and implement changes. **E**

Attend, conduct, and chair a variety of meetings with faculty, parents, and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student, and staff complaints; represent the school at Board, district, and community functions. **E**

Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, and certification for graduation. **E**

Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, and contracts; direct the maintenance of student and staff records at the site. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and three years of successful, full-time teaching, pupil personnel work, librarianship, health services, or clinical or rehabilitative services experience in public or private schools. Preferred candidate should have a proven record of innovative and entrepreneurial leadership.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile; Administrative Services Credential. Must be willing to travel to attend leadership training at the Met School in Providence, Rhode Island, for at least five two-week training periods by the Big Picture Company.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Comprehensive organization, activities, goals, and objectives of a small specialized school.
School law administration and applicable sections of the State Education Code and other applicable laws.
State and local curriculum requirements.
Board and district policies, procedures, and regulations.
Labor relations law and employee contracts.
State plant facility requirements.
Budget preparation and control.
Principles and practices of administration, supervision, and training.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.
Public speaking techniques.
Basic computer operation.

ABILITY TO:

Plan, organize, and direct the operations, plant, and personnel of an assigned small specialized high school.
Seek and obtain funding from local and national sources.
Attend leadership training for at least five two-week training periods.
Develop a thorough learning plan that identifies leadership development needs, and timelines the organizational development of the school.
Organize, direct, evaluate, and supervise assigned certificated and classified staff.
Direct activities regarding personnel, the physical plant, budget, student services and activities, curriculum and instruction, and communications and articulation.
Train, supervise, and evaluate certificated and classified personnel.
Plan and direct the budget and business operations of the school.
Establish, coordinate, and maintain communication with community and parent groups.
Plan, implement, direct, and evaluate instructional and categorical programs in accordance with applicable laws.
Plan and organize work.
Analyze situations accurately, and adopt an effective course of action.
Complete work with many interruptions.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work; subject to constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive students, parents, and staff.