

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Principal I, II, III, IV or V	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	School Site	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	January 7, 2015	SALARY:	Varies/Management Salary Schedule

BASIC FUNCTION:

Plan, organize, control and direct the instructional programs, operations, plant and personnel for an assigned school to provide student access to high quality learning options and a variety of activities; coordinate and administer assigned programs and activities related to student discipline, attendance and academic instruction to assist students to stay in school on target to graduate.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Principal classification may be assigned to work in one of the following specific areas:

Principal I– Small specialized school or school of comparable size and complexity.

Principal II– Elementary school or school of comparable size and complexity.

Principal III– Middle school, K-8 or school of comparable size and complexity.

Principal III – Alternative Education or school of comparable size and complexity.

Principal IV – CTE, District Adult Education or school of comparable size and complexity.

Principal V – Comprehensive high school or school of comparable size and complexity.

REPRESENTATIVE DUTIES: (Persons employed in this position 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 principal job elements.)

Plan, organize, control and direct instructional activities, extracurricular events, special programs and plant operations at an assigned school in support of preparing career ready graduates; confer with District Office personnel regarding staff, programs, students, finances and legal requirements to ensure appropriate allocation of resources to assist students to stay in school on target to graduate; implement and modify the school's mission, goals, objectives and programs as needed. *E*

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

Direct and participate in a planned program of classroom visitations and observations staff to improve learning and teaching in classrooms to eliminate the achievement gap; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance and provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *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 to provide students access to high quality learning options and a variety activities to achieve their personal best; develop and administer site budgets; and ensure proper allocation of funds for instructional and non-instructional equipment and materials to meet the needs of students, families and staff. *E*

Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; clearly communicate with teachers to ensure instructional programs follow District requirements and meet student needs to improve student achievement. *E*

Establish, coordinate and maintain communication with staff, community and parent groups, City officials, family 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*

Conduct articulation activities with feeder schools; develop and direct an orientation program of new students. *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 to ensure proper allocation resources to improve student learning. *E*

Ensure 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 families in support of students staying in school on target to graduate. *E*

Coordinate the maintenance operations of the school plant; ensure proper management, maintenance and inventory of materials, equipment, buildings and grounds to provide a safe, clean and orderly learning environment. *E*

Supervise, direct or attend a variety of student activities during the day or in the evening. *E*

Meet regularly with site staff to discuss school issues; direct the implementation of staff development and in-service training to improve learning and teaching in classrooms to eliminate the achievement gap; update staff on 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 in a timely manner and 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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and three years of classroom experience or experience in pupil personnel services; some administrative experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Comprehensive organization, activities, goals and objectives of a school.

School law administration and applicable sections of the State Education Code and other applicable laws.

State and local curriculum content standards and 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.
Operation of a computer to enter data, maintain records and generate reports.
Correct English usage, grammar, spelling, punctuation and vocabulary.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and direct the operations, plant and personnel of an assigned school.
Collaborate and build positive relationships with a diverse range of stakeholders.
Train, supervise and evaluate certificated and classified personnel.
Plan, implement, evaluate and direct the budget and business operations and instructional and categorical programs of a school in accordance with applicable laws.
Establish, coordinate and maintain communication with a diverse community and parent groups.
Plan and organize work to meet schedules and timelines.
Analyze situations accurately and adopt an effective course of action.
Analyze student and school assessment data to develop student-centered goals for improving student achievement.
Complete work with many interruptions.
Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures.
Communicate, understand and follow both oral and written directions effectively.
Prepare and deliver oral presentations.
Provide certificated staff with instructional strategies and professional learning.
Learn new or updated computer systems and/or software programs to apply to current work.
Demonstrate loyalty and high ethical standards.
Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; subject to driving to off-site locations to conduct work; contact with dissatisfied individuals; fast-paced work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer or other office equipment; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions