

Sweetwater Union High School District

LEAD PRINCIPAL

Purpose Statement

The job of Lead Principal is done for the purpose/s of planning, organizing, managing and directing assigned sites with total responsibility to serve as site leader and to manage all affairs consistent with district policy and procedures, including general control and supervision of principals, certificated and classified employees assigned to serve in those sites.

Essential Functions:

- Supervises, trains, and evaluates the performance of principals assigned to the supervised sites; provides counseling, coaching, and assistance; provides leadership, direction, and support to principals to ensure that instructional and curricular programs approved by the Governing Board are fully and appropriately implemented in all assigned sites; ensures and maintains an effective and cohesive site administrative organization with clear lines of responsibility and with the necessary delegation of authority.
- Oversees assigned sites; engages the community in the development of the individual site programs; provides leadership to the staff in assessing site needs and effectiveness and determining objectives as the basis for developing long-and short-range plans for the assigned sites.
- Supervises and evaluates performance of principals, assistant principals and other assigned personnel; provides counseling and assistance as indicated; works with program specialists in order to coach principals to become successful instructional leaders at their sites in instructional program areas (literacy, mathematics, social sciences, science); assists principals in creating an in-site accountability plan as the vehicle to raise student achievement in their site; recommends candidates to fill site administrative vacancies; identify future candidates as instructional leaders, principals, assistant principals, and staff developers; recommends appropriate action in cases of sub-standard performances; identifies and encourages staff with leadership potential.
- Consults on the assignment of all students in such a way as to encourage their optimum growth; and coordination of instructional programs that allow all students access to district mandated requirements for graduation; oversees periodic appraisals of pupil progress and ensure direct reports to parents; oversees a program of extracurricular activities for the pupils of the supervised sites; provides oversight of site plans to ensure collaborative and cohesive organizational procedures for the health, safety, discipline, and conduct of pupils as established in district procedures.
- Serves as a district officer in communication between district administration and certificated/classified employees in the sites; interprets and implements district policies in individual sites; responsible for overseeing the compilation, accuracy, and submission of site data for compliance with district, state, and federal reporting.
- Directs, manages, and oversees the business operations of the sites, including management of all assigned district and specially funded budgets; facilitates effective use of curriculum materials, instructional supplies, equipment, building facilities, and site grounds.
- Carries out a program of community relations as a means of interpreting and furthering the site program through parent groups, site governance, and/or other community organizations; responds to parent issues/concerns and participates in parent meetings; actively supports district integration programs and encourages support of staff and community.
- Assists in phases of site accreditation programs which directly address instructional issues.
- Serves on district-wide committees as assigned.

Other Functions:

Performs other related duties, as assigned for the purpose of ensuring the efficient and effective functioning of the supervised sites.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; and administering personnel and instructional policies and procedures; excellent oral/written communication skills; interpersonal skills using tact.

KNOWLEDGE is required to oversee supervised sites, review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of the State Education Code and other applicable laws; Governing Board and district policies, procedures and regulations; labor relations law and employee contracts; State plant facility requirements; principles and practices of budget preparation and administration; principles and practices of personnel management, including recruitment, selection, supervision and performance evaluation; curriculum, instructional approaches, strategies and materials, and current trends in alternative, non-traditional, special education settings; master schedule preparation and ability to adjust schedule to site, student and staff needs; comprehensive organization, activities, goals and objectives of assigned sites.

ABILITY is required to demonstrate visionary leadership and data driven decision making; provide leadership based on standards based instruction; lead the implementation of research-based teaching practice and to coach teachers in the implementation of strategies which lead to improvement of instruction; analyze site achievement data and lead the staff in constantly studying, evaluating, and modifying current instructional practice to accelerate students' academic achievement; build capacity by formulating, leading, and evaluating the effectiveness of professional development based upon classroom observations; manage site budgets and other resources in support of the instructional goals of the site; conduct objective daily observation of instructional practices and student learning in classrooms and provide follow-up feedback to all teachers as their support and coach; establish and maintain effective working relationships with others; plan and organize work; meet schedules and time lines; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work with a diversity of individuals and/or groups; communicating with and facilitating communication between persons of diverse educational, professional, and cultural backgrounds; dealing with frequent interruptions and changing work priorities; maintaining confidentiality; working with detailed information/data and recommending course of action.

Working Environment

Indoor office environment; supervision responsibilities including day and evening outdoor activities.

Physical Requirements

Hearing and speaking to exchange information; seeing to 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; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education and Experience:

Master's Degree from an accredited college or university with major coursework in education administration or related field. A doctorate degree or currently enrolled in a doctorate program is highly desirable. A minimum of three to five years experience of certificated secondary teaching experience, and five years public school administrative experience with at least three years as a principal. Demonstrated record of effective administrative and related instructional leadership experience and accountability.

Licenses and Other Requirements

Possession of a valid California Driver's License and availability of private transportation.

Required Testing

None specified

Certificates

California Teaching Credential
California Administrative Services Credential

Continuing Educ./Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.

*Management Job Description
Adopted by BOT 5/7/12*