

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Executive Principal	<b>REPORTS TO:</b>	Superintendent or Designee
<b>DEPARTMENT:</b>	Various school sites	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	048
<b>ISSUED:</b>	September 12, 2006		

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#### **BASIC FUNCTION:**

To serve under the governing board, the superintendent and/or his designee as the chief executive officer of smaller individualized high schools with total responsibility to serve as site leader and to manage all affairs of the complex consistent with district policy and procedures, including general control and supervision of principals, certificated and classified employees assigned to serve in a school.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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.)

#### **E= Essential Functions**

Supervise, train, and evaluate the performance of principals assigned to the high school complex; provide counseling, coaching, and assistance. **E**

Provide leadership, direction, and support to principals to ensure that instructional and curricular programs approved by the Board of Education are fully and appropriately implemented in all assigned schools. **E**

Act as an advocate for assigned schools; engage the community in the development of the individual school programs; respond to parent issues/concerns and participate in parent meetings. **E**

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. **E**

Effectively implement the district approved curriculum program. **E**

Facilitate staff innovation to improve instructional practices; coordinate pilot programs. **E**

Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority. **E**

Identify, provide, and coordinate inservice growth opportunities for personnel within the school. **E**

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. **E**

Direct the assignment of all pupils in such a way as to encourage their optimum growth. **E**

Coordinate instructional program that allows all students access to district mandated requirements for graduation. **E**

Make periodic appraisals of pupil progress and ensure direct reports to parents. **E**

Develop school plans and organizational procedures for the health, safety, discipline, and conduct of pupils as established in district procedures. **E**

Plan, supervise, and direct the business operation of the complex, including management of all assigned district and specially funded budgets. **E**

Facilitate effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds. **E**

Direct a program of extracurricular activities for the pupils of the school. **E**

Carry out a program of community relations as a means of interpreting and furthering the school program through PTA, CAC, and/or other community organizations. **E**

Serve as a district officer in communication between district administration and certificated/classified employees in the schools, and interpret and implement district policies in individual schools. **E**

Supervise and coordinate the services of resource teachers, peer coaches, and/or curriculum consultants assigned to assist teachers in the instructional program. **E**

Serve on district-wide committees as assigned. **E**

Perform other duties as assigned. **E**

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Experience as a vice principal or comparable administrative experience and a demonstrated record of effective administrative and related instructional leadership experience as evidenced by most recent job performance evaluation.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California administrative services credential. Valid California driver's license and availability of private transportation.

**KNOWLEDGE AND ABILITIES:**

**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 other applicable laws.
- State and local curriculum requirements.

Board of Education 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.  
Public speaking techniques.  
Computer usage including applicable office software applications.

**ABILITY TO:**

Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Provide leadership of the Sand Diego Literacy Framework\*, San Diego Mathematics Framework\*, and 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.  
Possess the skill and insight to analyze school 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 independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

\*Available at ([www.sandi.net](http://www.sandi.net))

**WORKING CONDITIONS:**

**ENVIRONMENT:** Office environment; subject to constant interruptions; driving to off-site locations to conduct work; supervision responsibilities including day and evening outdoor activities.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, 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.

Issued: 9/12/06  
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PH