

# RIVER DELTA UNIFIED SCHOOL DISTRICT

## SECONDARY PRINCIPAL



### **DEFINITION**

To serve as instructional leader and chief executive of the school; to assume responsibility for the administration of school and district-initiated programs involving curriculum, budget, operations, guidance, student, and staff; to coordinate assigned activities with other school sites, the District Office and the community; and to provide highly responsible and complex administrative support to the Superintendent.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Superintendent.

Exercises direct supervision over certified and classified employees.

### **DUTIES**

#### **Essential Functions:**

1. Analyze data to inform decisions and improve outcomes.
2. Assume responsibility for administering, directing, and managing school and district-initiated programs involving curriculum, budget, operations guidance, students, and staff.
3. Manage the development and implementation of goals, objectives, policies, and priorities of the school.
4. Establish, within District policy, appropriate services, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Participate in the development and implementation of the district-approved curriculum programs; provide, assign, and coordinate in-service training for staff to ensure uniform implementation.
6. Select, train, motivate, and evaluate personnel; work with employees to correct work related deficiencies; implement discipline and termination procedures.
7. Plan, manage, and supervise school business operations; administer budget within the district guidelines, policies, and procedures; monitor and approved expenditures.
8. Develop and administer school plans and organizational procedures, including student, staff, parent, and community activities and discipline procedures.
9. Promote a healthy and safe student learning environment.
10. Ensure compliance with established District policies and procedures.
11. Plan, coordinate and evaluate the total program of pupil services, including guidance and counseling; participate in a variety of meetings monitoring student academics and behaviors including IEP, Student Study Teams, and 504's.
12. Provide direction and lead staff in the development of a compliant Master Schedule and meet all timelines set forth by the district as it relates to the Master Schedule.
13. Oversee and direct the use of curriculum materials, instructional supplies, equipment, building facilities, school grounds and community resources; review and approve/deny request use of school facilities.

14. Represent the school to the District Office, outside agencies, and the community; maintain effective community relations through frequent and effective public relations campaigns.
15. Maintain effective communication with parents; provide information of new policies and procedures in the District.
16. May assume responsibility for a special program, research, and coordinate program activities.
17. Oversee extra-curricular activities.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in school curriculum and education administration.
19. Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general community.
20. Meet with parents, review student progress of behavior problems as appropriate, maintain high standard of student conduct and enforce discipline as necessary, according to education code.
21. Operate a computer and other office equipment as assigned.
22. Assure the health, safety, and welfare of students.
23. Prepare and maintain a variety of District, County, State and federally mandated records and reports regarding student attendance, discipline, cumulative records, and academic achievement.
24. Confer with students, parents, teachers, law enforcement officers, and representatives of social welfare agencies to resolve individual pupil academic, mental, social, and behavioral problems.
25. Serve as a supportive representative of the District Admin Team for all District decisions, policies, procedures, protocols.

**Marginal Functions:**

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a public school.

Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction.

Classroom procedures which promote appropriate student conduct and motivation for student learning.

Child guidance principles and practices.

School improvement goals, objectives, and programs.

State academic report requirements applicable to the school site.

Current trends and research concerning the growth and development of school-age students.

Standardized student testing requirements.

Standard and alternative learning theories.

Instructional standards and faculty requirements.

School law administration, applicable sections of the State Education Code and other applicable laws codes, and regulations under federal, state, and local.

Management skills to analyze programs, policies, and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget administration and monitoring.

Principles and practices of supervision, training, and performance evaluation.

Board and District policies, procedures, and regulations.  
Interpersonal skills using tact, patience, and courtesy.  
Research methods and report writing techniques.  
Oral and written communication skills.  
Maintain confidentiality.  
Basic computer operation and student information systems.

**Ability to:**

Admire and support youth even through adversity.  
Plan, organize, direct, and coordinate the work of certificated and classified staff.  
Select, supervise, train, and evaluate staff.  
Delegate authority and responsibility.  
Lead and direct the operations, services, and activities of the assigned school.  
Identify and respond to community and District issues, concerns, and needs.  
Develop and administer District and school goals, objectives, and procedures.  
Prepare clear and concise reports.  
Administer and monitor school budgets.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, analyze and evaluate new instructional methods and techniques.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain effective audio-visual discrimination and perception needed for successful job performance.  
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Maintain consistent, punctual, and regular attendance.  
Maintaining emotional stability and self-control under pressure, challenge, or adversity.  
Present self as a positive representative of the school district.

**EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Five years of successful teaching experience, including four years of school site administrative and supervisory responsibility.

**Training:**

Equivalent to a Masters Degree from an accredited college or university with major course work in education, education administration, social work, or an education related field. Bilingual, oral and written (Spanish), preferred, but is not required.

**License or Certificate:**

Possession of a valid California Teaching or other related Credential.  
Valid California Administrative Credential.  
Valid California Class C driver's license.

## **WORKING CONDITIONS:**

### **Environmental Conditions:**

Office and school environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sustained posture in a seated and in a standing position for extended periods of time.  
Hear and speak to exchange information and make presentations.  
Move hands and fingers to operate a computer keyboard.  
Bend at the waist, kneel or crouch.  
See to monitor students and read a variety of materials.

## **JOB PROFILE:**

Annual Contract: 204 - 224 days  
Salary: Administrative Salary Schedule  
Board Approved: December 12, 2023