

**CALAVERAS UNIFIED SCHOOL DISTRICT**  
**3304 B Highway 12 - P. O. Box 788**  
**San Andreas, CA 95249**  
**209/754-2300**

**JOB TITLE:**                      **High School Principal/220 Days**  
  **Middle School Principal/217 Days**  
  **Elementary School Principal/215 Days**

***SUMMARY***

Under the direction of the Superintendent or designee, provide leadership to assistant principals, other certificated staff and classified staff at assigned site Work with other district leadership staff in the development and maintenance of the school's educational program, teacher assessment, student activities, student discipline and attendance matters; to exercise leadership in the community in conformity with district policy. Oversee all planning, implementation and evaluation of school programs to meet the academic needs of 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 the classification but is intended to accurately reflect the principle job elements.)***

- Maintain direct responsibility for student learning and achievement. **(E)**
- Plans and directs business operations of school, including development and administration of site budgets to assure proper allocation of funds for instructional and non-instructional equipment and materials. **(E)**
- Oversee the work of assistant principals in matters of student supervision, student discipline, student attendance, student activities, and other areas involving students **(E)**
- Interpret, apply and enforce state, county and school district laws, regulations, policies and procedures at the school site; administer district and school site discipline and intervention policies and safety programs **(E)**
- Direct the instructional program for the school staff to implement effective teaching strategies and curricular programs to meet the needs of all students **(E)**
- Complete master scheduling process for all classes, including class size reduction accountability **(E)**
- Select, compile and analyze data; develops and implements plans for instructional improvement growing out of program assessment.
- Supervise students during the school day as well as at night events and activities **(E)**
- Schedule events and adjust schedules to meet the needs of students, staff and parents **(E)**
- Interviews, recommends for employment, supervises and evaluations for certificated and classified personnel in accordance with the district's uniform guidelines for evaluation and assessment, and recommend and take appropriate action **(E)**
- Promote the professional growth of assigned staff through personal counseling, participation in student conferences and committees **(E) (E)**
- Direct and assist assigned staff in implementing an effective curricular, co-curricular and extra-curricular program through conferences, meetings, written communications, staff development and classroom observations **(E)**

- *Directs the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators and communicate with teachers to assure that instructional programs meet student needs and District requirements. (E)*
- *Provide supervision, planning and direct assistance in conferences involving student discipline and attendance, student study teams, and student retention or promotion (E)*
- *Attend Individualized Educational Programs (IEPs) as district representative for annual, triennial and transition meetings (E)*
- Collaborate with various agencies in cooperatively attempting to remedy problems involving students (E)
- Direct district policies of attendance and reporting of attendance within the school (E)
- Direct the educational activities of the school that are affected by transportation, cafeteria, custodial and building maintenance (E)
- Serve on district and regional committees and boards to promote school and district interests (E)
- Perform other duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Knowledge of**

- Principles of administration and supervision
- Staff development organization and techniques
- Educational curriculum and instructional services and methods
- Laws and regulations relating to educational and instructional programs including special education
- Best practices for implementing effective school practices and policies
- District employment contracts and procedures

### **Ability to**

- Maintain cooperative relationships with administration, staff, parents and community at large
- Supervise personnel, manage budgets, and provide requisite reports/accounting
- Relate effectively with a wide variety of professional staff members and community at large
- Deliver curriculum and program, and establish positive relationships and communication
- Maintain cooperative and harmonious relationships with the public, administration, and site staff

## **PHYSICAL**

- **Standing/Walking:** Frequently; throughout office and school areas.
- **Sitting:** Frequently; at desk or computer while completing paperwork, keyboarding, answering phones, etc.
- **Lift/Carry:** Frequently, 1-5 lbs.; paperwork, files, supplies, materials. Occasionally, lifts up to 20 lbs. records, supplies.
- **Push/Pull:** Occasionally, 5-10 lbs. force; opening drawers and doors.
- **Climbing:** None.
- **Bending/Twisting:** Frequently; at waist/knees/neck while working at desk or moving from seated to standing position.
- **Kneeling/Crouching:** Rarely; while handling materials on lower file drawers/shelves.

- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering/keyboarding while performing administrative tasks throughout the work shift.
- **Sight:** Constantly; in reading, sorting, identifying text materials, etc.; visual requirements include visual acuity in near- and mid-range vision.
- **Speech/Hearing:** Frequently; in answering questions and determining needs of staff and students both in person and over phone.

## **MENTAL**

- Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption.
- Frequent mental alertness, attention to detail, and accuracy required in maintaining confidential records.
- Must be able to work independently and follow through on all tasks.
- Must be able to plan and prioritize work to handle multiple tasks and requests.
- Must be able to use logic and organizational skills to prepare, assign, and maintain department records in an accurate and orderly manner.
- Ability to work with students to minimize disruptive behaviors.
- Must be able to read/write/speak English and possess basic mathematical skills.

### *Work Conditions*

**Location:** Work is performed in school office setting.

- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, fax, and telephone.

### *Employment Standards*

- Evidence of successful teaching experience and demonstrated successful administrative experience. M.A. desirable
- Currently hold or eligible for Administrative Services Credential
- Valid California driver's license, with proof of auto insurance
- Private Transportation
- CPR and First Aid Certifications

**SALARY:** Placement on the Management/ Salary Schedule  
Range Realign

High School Principal 2A

Middle School Principal 2B

Elementary School Principal 2D

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.***

***Board Approved: 12/14/2022***