



# RIALTO UNIFIED SCHOOL DISTRICT

## HIGH SCHOOL PRINCIPAL Management Job Description

### DEFINITION

Serves under the supervision of the Superintendent of Schools, with total responsibility to manage all affairs of the school including general control and supervision of all certificated and classified employees assigned to serve in the school.

### ESSENTIAL DUTIES

- Administers the collective bargaining contracts for certificated and classified employees as related to personnel supervised; promotes productive staff relations through effective participative management; provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short range plans.
- Interprets and implements the District-approved curriculum; enlists the assistance of school resource personnel in program improvement; establishes an effective school administrative organization with clear lines of responsibility and necessary delegation of authority; identifies and coordinates inservice growth opportunities for personnel assigned to school site; supervises and evaluates the performance of assigned personnel.
- Plans, organizes, implements, evaluates, and revises, as necessary, the student instruction master schedule.
- Makes appraisals of pupil progress; develops school plans and organizational procedures for the health, safety, discipline, and conduct of pupils; plans, coordinates, and evaluates the total program of pupil services.
- Plans, supervises and directs the business operation of the school; directs an ongoing human relations program to maintain high morale of the school staff; serves as a District officer in communication between central administration, teachers, and classified employees in the schools; interprets and implements District policies.
- Carries out a program of community relations as a means of interpreting and furthering the school program through parents, PTA and other community organizations; provides guidance for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds.
- Plans, coordinates, and reviews the work of resource teachers and curriculum consultants assigned to assist teachers in the instructional program.
- Accelerates productive change through innovative practices and infusion of educational technology.
- Possesses leadership qualities, vision, and energy necessary to continue and improve site level programs.
- Demonstrates the ability to respond to the needs of a multi-ethnic/multi-lingual parent and student community.
- Performs other duties as assigned by the Superintendent.

A complete job description can be found on our website at [www.rialto.k12.ca.us](http://www.rialto.k12.ca.us).

### QUALIFICATIONS

**Knowledge of:** This position classification requires subject matter expertise in educational programs, and curriculum and instruction strategies. Principles, methods, strategies, goals, and objectives of public education; philosophical, educational, fiscal, and legal aspects of public education; procedures, methods, techniques, and strategies pertaining to the administration of a senior high school operation; curriculum, instruction, and pupil service trends, strategies, and techniques; student activity, behavior management, and campus supervision and control methods, procedures, and techniques; program and activity audit and evaluation strategies and procedures; methods, procedures, and strategies in the supervision of instructional and a variety of student body related activities and programs. Administrative training, staff development principles, and techniques.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Ability to:** Ability to analyze situations carefully and adopt an effective course of action; establish and maintain effective professional working relations with staff, District personnel, community, and other agencies; make presentations to various audiences and to facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school events. Ability to analyze, and offer alternative problem solutions and recommendations that have a critical impact on the goals, organization and administration of educational programs and services of the school. Effectively plan, organize, and coordinate the management functions and activities of a senior high school operation; demonstrate a positive instructional leadership model; effectively analyze problems, issues, and concerns, and formulate appropriate alternative solutions; communicate effectively in oral and written form; understand and carry out oral and written directions with minimal accountability controls.

**EXPERIENCE AND EDUCATION**

**Experience:** Five (5) years of outstanding certificated experience and three (3) years administrative experience at the secondary level.

**Education:** Master's degree from an accredited university, preferably in Educational Administration; valid California Certificated Credential; valid California K-12 Administrative Credential; and EL or equivalent.

**PHYSICAL DEMANDS****Physical class:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	No
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Constantly	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
		Keyboarding:	Occasionally, must be literate

**Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/Low - up to 3 hours			
Frequently/Medium - 3 to 6 hours			
Constantly/High - 6 to 8 hours			
Stooping:	Occasionally	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	No
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Constantly	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
		Keyboarding:	Occasionally, must be literate

***\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.***

**Frequent motion:**

Twisting:	No
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly	Ability to talk:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls	Humidity:	No
Odor:	Yes, smoke	Fluorescent lights:	Yes
Noise:	Yes	Moisture:	May work in rain
Working Inside:	95% of the day	Working outside:	5% of the day
Floor may be slippery at times:		Tiled areas	
Working in close quarters with others:		Yes, all the time	

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Able to work overtime as needed:	Every day
Dealing with angry teachers, students & parents:	Yes, weekly

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

**DISTRICT REQUIREMENTS:**

Fingerprints on file as required by State Law  
 TB Skin Test as required by State Law