

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Principal, 7-12 Educational Center	FLSA:	Exempt
Department/Site:	Educational Center	Salary Grade:	Administrative Management
Reports to/Evaluated by:	Assistant Superintendent	Salary Schedule:	Administrative Management

SUMMARY

To advise and inform the Assistant Superintendent in a timely manner of all current, developing or anticipated concerns relative to the provision of instructional programs and services at the school site and Educational Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as advisor to the Assistant Superintendent.
- Provides leadership in building a seamless 7-12 educational program.
- Serves as an educational leader to the Educational Center, concerning instructional programs and services for an articulated grade 7-12 Educational Center.
- Makes recommendations concerning seamless curriculum and instructional strategies for grades 7-12.
- Manages and supervises the operation of the intermediate school and high school to articulate with 7-12 planning.
- Maintains student discipline through the appropriate school based leadership.
- Supervises school based state and federal programs.
- Recommends personnel positions for the Educational Center, grades 7-12.
- Consults with Educational Center staff members in planning, implementing, coordinating and evaluating the activities of their respective areas of responsibility.
- Interprets and administers the policies, rules and regulations of the Governing Board.
- Assists in the preparation and administration of the school budget.
- Prepares such reports as the Assistant Superintendent may request.
- Assumes instructional responsibility for all relevant services of the Educational Center, grades 7-12.
- Leads and manages the curricular programs of the Educational Center, grades 7-12.

- Leads and manages the co-curricular programs of the Educational Center, grades 7-12.
- Participates in the general management of the district.
- Demonstrates professional demeanor, attitude, and conduct across all areas of responsibility and authority.
- Demonstrates successful leadership.
- Provides leadership commensurate with the needs of a grade 7-12 Educational Center.
- Performs other duties as required by the Assistant Superintendent.

QUALIFICATIONS

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a variety of support functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to solve complex problems requiring considerations of short and long-range implications. Requires the ability to communicate effectively in written and oral formats.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and telephone conversations.

Education and Experience: Requires a Master's degree and three to five years experience as a site administrator.

License(s) and/or Credential: A California Administrative Services Credential is required.