

East Side Union High School District

Job Title: Principal

Brief Description of position:

Chief educational and administrative officer of the school; primary functions are supervision, evaluation and improvement of instruction

Major duties and responsibilities:

Supervises instructional program
Evaluates teaching personnel and administrative staff
Selects, transfers, promotes and makes recommendations for dismissals of credentialed personnel
Plans and evaluates curriculum
Administers school budget
Supervises in-service development of staff
Oversees plant maintenance and repair
Coordinates community, civic and governmental entities in their relations with the school

Other duties and responsibilities:

Holds parental and student conferences
Assigns teachers and extra-duty functions
Coordinates functions of parent and faculty groups
Supervises school's public relations program
Performs other duties as assigned by Superintendent or Associate Superintendent

Supervision exercised or received:

Observes and evaluates all credentialed and classified staff members
Receives supervision from Superintendent and Associate Superintendent

Minimum qualifications:

Secondary administrative credential
BA; MA preferred
Experience in secondary school teaching and administration

Evaluation:

Annually by Superintendent and Associate Superintendent