

JOB DESCRIPTION

Job Title: *Principal, La Sierra High School (2321)*

Job Summary:

The job of Principal, La Sierra High School is done for the purpose/s of providing educational and administrative leadership to the certificated staff, classified staff, and to students at La Sierra High School. The Principal will plan, direct, and supervise the implementation of the instructional program for each student and will interpret, explain, and implement Tulare County Office of Education (TCOE) policies and procedures relative to school operations and instruction.

Essential Job Functions:

Arranges staff development for the purpose of providing professional growth in the areas of literacy, content delivery, vocational education, and innovative instructional practices.

Assist higher level administrative and supervisory personnel for the purpose of correcting staff deficiencies and implementing disciplinary procedures.

Attends Medi-

collect, interpret, and evaluate narrative and statistical data pertaining to program assessment, fiscal and management matters.

communicate effectively in public meetings to present findings, recommendations, and policies.

gain cooperation through discussion and persuasion.

establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

grades 9-12 school curriculum.

successful instructional and discipline practices for at-risk youth.

current educational approaches to literacy.

modern principles and practices of school administration.

organizational and management practices as applied to the analyses and evaluation of programs, policies, and operational needs.

principles and practices of school financial management.

principles of personnel administration, supervision, and training.

Ability to:

develop, plan, implement and administer program goals and objectives.

develop, design, and participate in the staff development process.

analyze problems, identify alternatives, project consequences of proposed actions, and implement recommendations.

prepare and analyze reports, statements, and correspondence.

understand, interpret, and apply applicable laws, rules, and regulations.

prepare and administer a budget.

supervise, train, and evaluate personnel.

communicate clearly and concisely both orally and in writing.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; managing multiple departments; and monitoring the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Experience Required:

Job related experience within specialized field with increasing levels of responsibility is required.

Education Required:

Bachelors Degree required.

Masters Degree preferred.

Licenses, Certifications, Bonding, and/or Testing Required:

Valid California Supervisory or Administrative Credential.

Department of Justice and FBI Fingerprint Response.

Valid California Driver's License and proof of automobile insurance.

FLSA Status: Non-Exempt**December 2022**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.