

HUNTINGTON BEACH CITY SCHOOL DISTRICT

CLASS TITLE: SCHOOL PRINCIPAL

BASIC FUNCTION:

Under the direction of the District Superintendent, serve as the educational leader and chief executive of the school; monitor student progress in various subjects annually, assure students are provided with optimum opportunity for personal and social growth and are guided toward educational competency and satisfaction.

REPRESENTATIVE DUTIES:

- Provide instructional leadership at the school utilizing appropriate leadership styles, establishing and communicating goals and objectives for the school; establish high expectations for self and staff; provide evidence of professional growth and participate effectively on the management team.
- Oversee the overall school instructional program; plan, monitor and evaluate the performance of employees and the accomplishment of School Plan objectives.
- Communicate with staff and other District personnel to exchange information, resolve issues or coordinate activities; maintain communications between school and home; maintain a positive image through community relations, press relations and relations with auxiliary organizations.
- Provide opportunities for professional growth for subordinates and assist subordinates in the process of needs assessment, establishing objectives and evaluating performance.
- Perform resource management (human and material) implementation of District policies and procedures to support the mission of the school and school district.
- Perform and complete projects assigned by the Superintendent.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic record keeping techniques
- Basic computer operation
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Public speaking techniques
- Research methods and report writing techniques
- Laws, rules and regulations related to assigned activities
- Policies and objectives of assigned program and activities
- Applicable sections of the State Education Code and other applicable laws
- District organization, operations, policies and objectives
- Interpersonal skills using tact, patience and courtesy

- Health and safety regulations
- Principles and practices of administration, supervision and training
- Technical aspects of field of specialty
- Budget preparation and control
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District Students
- Accept and carry out responsibility for direction, control, and planning

EDUCATION AND EXPERIENCE:

Any combination equivalent to master's degree and three years teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential; Appropriate Teaching Credential; Valid California Drivers License

WORKING CONDITIONS:

Environment:

- School office environment
- Considerate distraction from office activities

Physical Abilities:

- Hearing and speaking to exchange information and make presentations through staff relations
- Seeing to read and prepare needs assessment and other documentation
- Sitting for extended periods of time