

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 16, 2005
Revisions Approved: March 21, 2018
Revised: February 20, 2019
Salary Schedule: 251, Row: 1

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **PRINCIPAL - CHARTER**

JOB PURPOSE STATEMENT: Under the direction of the superintendent, to provide an educational learning opportunity for students to receive college preparatory training to meet the needs of those students seeking to attend a service academy, attain a commission in a uniformed branch of service, or gain entry to a four-year college or university. The principal will provide an academic environment where learning skills, self-discipline and career opportunities with a course of study using the “a through g” University of California entrance requirements will serve as the baseline for graduation. The principal will provide students with a curriculum that will include AP academics, team-building activities through adventure training, physical fitness training to qualify for the President’s Council on Physical Fitness awards, and, community service projects to improve quality of life and conserve natural resources.

JOB FUNCTIONS:

Curriculum and Instruction

- Provides leadership for instructional programming and educational methods
- Establishes and maintains an effective and open learning climate in the school
- Initiates, designs, and implements innovative programs to meet the needs of the students
- Works closely with teachers, district, and the community by creating and constantly upgrading classes and curriculum that fully satisfies state standards
- Creates and maintains the master schedule of classes
- Writes reports to the Perris Union High School District Board of Trustees/CMI Advisory Council detailing educational progress of the school
- Administers policies of the state and local regulations

JOB FUNCTIONS (continued):

- Ensures improved student performance and measures performance through appropriate means
- Implements and maintains all WASC recommendations by ensuring that the school constantly meets WASC standards and other statutory requirements
- Ensures that needed educational supplies are available

Technology

- Provides leadership and promotes the use of technology.
- Uses knowledge of computers, software, and Internet to advance school through constant hardware and software improvement
- Institutes a program of ongoing technology training for staff and teachers

Staff Relations

- Recruits, screens, and hires staff under the supervision of the Perris Union High School District.
- Supervises, trains, and assigns the school staff
- Creates the evaluation process and evaluates staff in conjunction with the CMI Advisory Council
- Orients newly assigned staff and assists in their development
- Creates and maintains a staff handbook
- Leads staff meetings to seek and provide communication for the proper functioning of the school
- Institutes, maintains, and encourages a system of professional development to ensure constant professional growth of staff, ensuring that staff participates in conferences and committees

Student Relations

- Maintains a positive atmosphere that engenders learning for all students
- Maintains student discipline in accordance with state laws
- Develops and constantly improves the student orientation program

JOB FUNCTIONS (continued):

- Creates and maintains the student/parent handbook
- Develops programs and curriculum to fit the needs of students of all levels
- Institutes and maintains a counseling program to assist students in the educational and career decisions
- Encourages and assists the formation of student government, clubs, and organizations to foster community among the student body
- Solicits and considers student input in creation and evaluation of school programs

District Relations

- Attends all district principal's meetings
- Coordinates with district payroll and accounting to ensure budget and law compliance

Fiscal Responsibilities

- Prepares and submits the school budget to the Perris Union High School District and California Military Institute Advisory Council and monitors the expenditure of funds
- Investigates and reports to the Perris Union High School District and the CMI Advisory Council any new funding sources, both public and private and pursues such funding where appropriate
- Maintains systematic records and inventories

Community Relations

- Responds to and is sensitive to concerns of parents and community members
- Develops a spirit of cooperation between school and community
- Maintains oversight of the school public relations operation
- Represents school in professional and community groups
- Reports to parents and community on the status of the school

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English

PHYSICAL ABILITIES (continued):

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- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (25 pounds), carry up to (25 pounds) and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Advanced coursework in school law, finance, and personnel
- Master's Degree from an accredited institution of higher learning is preferred
- Doctorate Degree desirable

Experience:

- Five (5) or more years of successful teaching experience, secondary-level preferred.
- Two (2) or more years of successful administrative experience as an Assistant Principal, secondary-level preferred.
- Demonstrated expertise in curriculum/instructional leadership
- Demonstrated expertise in personnel supervision, budget development, facilities management, and community relations
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Experience Preferred:

- Prior military experience at the Commissioned Officer level

JOB QUALIFICATIONS – continued

Licenses, Certifications, Bonding, and/or Testing:

- Valid California teaching credential
- Valid California Administrative Services Credential authorizing the supervision of K-12 schools
- TB Clearance
- Drug/Alcohol Clearance
- Valid Driver's License or ability to obtain one

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- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Certificated Management Position