

Grossmont Union High School District

Principal

Job Description

To serve as the educational leader and chief executive of the school. As the educational leader, the principal defines and communicates the shared vision for the school, shapes the instructional program, and creates a positive learning environment that is collaborative, valuing all students. The principal is responsible for seeking parent and community involvement, modeling ethics and integrity while performing their duties, and influencing their local contexts to improve education policies and practices. Adheres to the California Professional Standards for Education Leaders (CPSEL).

Directly Responsible to: Assistant Superintendent, Educational Services

Essential Functions of the Job:

1. Facilitates the development and implementation of a shared vision of learning and growth of all students.
2. Shapes a collective vision that uses multiple measures of data and focuses on access, opportunities, and outcomes for all students.
3. Exercises leadership in the achievement of the goals and objectives of the Governing Board through a collaborative process.
4. Monitors the decisions, actions, and outcomes of the school community in using the shared vision and goals.
5. Creates a collaborative culture of teaching and learning informed by professional standards focused on student and professional growth.
6. Plans and directs the educational program of the school in keeping with the guidelines established by the Superintendent of the Governing Board.
7. Implements all policies and methods relating to pupils, staff members, and the educational program which the Superintendent and the Governing Board have delegated to the local site administration.
8. Prepares the school's budget for instructional materials, instructional equipment, the physical plant, furniture, and grounds improvement within the financial resources assigned to the school.
9. Develops the budget with department chairpersons, administrative assistants, and administrative staff members.
10. Uses assessment and accountability systems to monitor, improve educator practice, program outcomes, and student learning. This includes selecting, assigning, and evaluating all certificated and classified personnel assigned to the school. This responsibility may be shared with other members of the school's administrative team at the discretion of the principal.
11. Actively participates in the development and implementation of standards-based curriculum and instruction which meets District and local needs and achieves the educational goals and objectives set forth by the Superintendent and the Governing Board, including participation in District subject matter councils as assigned.
12. Provides leadership to school staff while seeking continuous school-wide improvement, including professional learning opportunities to improve teacher effectiveness.
13. Manages the school to cultivate a safe and productive learning and working environment.
14. Provides overall supervision in the operation of the school plant to provide a safe, functional, economical, and clean learning environment.
15. Plans, organizes, and develops local human and material resources to maximize the development of each individual student to support them in graduating ready for college and career.
16. Uses information from a variety of resources to guide program and professional planning, implementation, and revision.

17. Uses a variety of tools and technology to gather feedback, organize and analyze multiple data sources, and monitor student progress to improve teaching and learning.
18. Develops, with the assistance of department chairperson and the administrative staff, the master schedule.
19. Assumes overall responsibility for the safeguarding and expenditure of student body funds.
20. Ensures that all school activities are adequately planned and supervised.
21. Provides overall supervision and direction to the keeping of records and the making of reports as required either by the District or for the operation of the educational program at the school site.
22. Serves as the School Site Compliance Officer.
23. Collaborates with families and other stakeholders to address diverse student and community interests and to mobilize community resources.
24. Involves all parents and families, including underrepresented communities, in student learning and support programs.
25. Articulates the school program and its needs to pupils, parents, staff members, and the community at large, using the most appropriate means of communication.
26. Acts as the principal spokesperson for the school with the District administration and the community.
27. Organizes and actively supports functioning Citizens' Advisory Councils at their school. This includes ELAC, School Site Council, etc.
28. Actively participates in P.T.A., P.T.O. unit, board, and community meetings, functions, and activities.
29. Makes decisions, models, and behaves in a way that demonstrates professionalism, ethics, integrity, justice, and fairness and holds staff members to the same standards.
30. Acts upon a personal code of ethics that requires continuous reflection and learning.
31. Guides and supports personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.
32. Influences staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair decisions on behalf of all students.
33. Participates in the policy and decision-making process on matters affecting the District as a whole by membership of the District Leadership Group.
34. Uses their understanding of social, cultural, economic, legal and political contexts to shape policies that lead to all students to graduate ready for college and career.
35. Engages with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.
36. Performs other job-related duties as assigned by the Superintendent or designee.

Other Duties and Responsibilities:

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

QUALIFICATIONS GUIDE

Knowledge, Skills and Abilities:

Typical knowledge, skills, and abilities would include:

Knowledge is required to oversee site budget; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent mandated federal, state, local and district policies, codes, rules and regulations; current and legacy instructional approaches and methodologies; accounting/bookkeeping principles; collective bargaining processes and contract administration; and principles of conflict resolution.

Skills are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping including oversight of budget; planning and managing projects; and using pertinent software applications.

Ability is required to organize a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; setting priorities; establishing and maintaining effective relationships; working with frequent interruptions; and frequently working extended or nonstandard hours.

Working Environment:

Environment: Work is performed in an office environment, with occasional exposure to elements in traveling from district and school site to school site; frequent exposure to stressful situations associated with time pacing, deadlines, and supervision.

Physical Abilities: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires sitting, walking, standing, and driving. The job is performed under minimal supervision, temperature variation, and in general, a hazard free environment. All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

Education and Experience:

Education:

A Master's degree or higher from an accredited college or university with major course work in education. Five (5) years of successful experience in an educational setting.

Experience:

Three (3) to five (5) years of successful assistant principal experience in an educational setting with increasing responsibilities.

Certificates: Possess a valid California Teaching Credential, Pupil Personnel Services, or Qualified Related Services Credential and a California Administrative Services Credential authorizing service in an administrative position at the secondary level or equivalent position. Possess a valid California driver's license and evidence of insurability.

Clearances: Criminal Justice Fingerprint/Background Clearance, TB skin test, Physical Exam, Drug Screen, Preventing Sexual Misconduct online student/staff interaction, Assisting in Suicide Prevention (online course AB 2246), Child Abuse Mandated Reporting (online course AB 1432 training) and other relevant clearances as necessary.

FLSA Status: EXEMPT

Salary: Management Salary Schedule 1

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