

BRENTWOOD UNION SCHOOL DISTRICT

Job Title: **Principal**
Reports to: **District Superintendent**

Primary Functions: Under direction of the Superintendent, manage and administer all school programs including general control and supervision of all certificated and classified employees and students assigned to the school.

Performance Responsibilities

- Participate in the selection and assignment of school staff.
- Interpret and enforce legal requirements, regulations, policies and procedures.
- Establish and maintain communication with Superintendent, District Office, community, staff and students.
- Schedule activities, programs, and classes according to student needs.
- Organize and supervise extracurricular activities.
- Develop and implement plans and procedures for the health, safety, discipline and conduct of students.
- Manage business functions of the school site through budget development and the expenditure of funds.
- Maintain accurate program records and prepare reports.
- Oversee all facility operation and use.
- Identify, develop, implement, and evaluate goals and objective of the instructional program.
- Identify, develop and coordinate all support services conducive to optimum student progress.
- Identify, develop and coordinate support services, inservice, and resources available to teachers.
- Assign, supervise and evaluate school staff.
- Lead staff in determining objectives and identifying school needs as the basis for developing long and short range goals for the program.
- Assist in the development, implementation, articulation, and evaluation of the curriculum.
- Coordinate the selection, purchase, use and evaluation of curriculum materials, instructional supplies and equipment.
- Establish a positive school climate.
- Design and implement programs to promote student self-esteem.
- Design and implement programs to promote positive student relations.
- Initiate, maintain, and evaluate school - community communication.
- Interpret school program to the parents and community.
- Enlist parent and community support in maintaining quality instruction.
- Promote parent and community involvement in educational programs.
- Participate as a member of the District administrative team.
- Supervise or manage additional programs or projects as assigned by the Superintendent.

ADA Requirements: Ability to sit, stand, walk, lift objects weighing approximately 10 lbs. (i.e. paperwork, files), push, pull, drag, and grasp objects.