

GARDEN GROVE UNIFIED SCHOOL DISTRICT

Office of Personnel Services CERTIFICATED JOB DESCRIPTION

Principal, PK-12

Under the supervision and direction of the Assistant Superintendent of Elementary or Secondary Education, the principal is responsible for providing, within the framework of board policies and administrative regulations, leadership in all matters pertaining to the general operation of the school.

Duties and Responsibilities:

1. Demonstrates a belief that all students can succeed and that their backgrounds, cultures, language, and disabilities are teaching and learning assets that contribute to a rich learning environment for all students.
2. Maintains high expectations for all students and exhibits the ability to make each student feel valued, appreciated and respected, thereby earning the trust and respect of the student and their families.
3. Establishes the Mission and Vision of the school, places students first and models high expectations
4. Provides leadership in the implementation and evaluation of the instructional program at the school site
5. Provides for a positive school culture and climate where effective discipline, organization, and positive attitude prevail
6. Evaluates staff members and provides effective instructional supervision following district-prescribed guidelines
7. Accepts responsibility for the operation of the total school program
8. Promotes an ongoing program of staff development for all school staff
9. Provides leadership to ensure that facilities, texts, records, materials and supplies are available and maintained
10. Provides an atmosphere where communication among teachers, administrators, parents, and students takes place
11. Maintains schedules, classes, assignments, staffing, and policies to ensure the smooth operation of the school
12. Implements a comprehensive guidance program
13. Analyzes student achievement data to develop school plan
14. Uses information (research, data, practice) to formulate a plan of action
15. Anticipates issues and responds proactively
16. Presents information in different ways to diverse audiences to generate consensus and collective support and open to feedback
17. Establishes and maintains positive relationships and open communication with colleagues in a collaborative setting
18. Carries out all other duties assigned by the Assistant Superintendent of Elementary or Secondary Education