

HIGH SCHOOL PRINCIPAL**GENERAL RESPONSIBILITIES**

The principal is the educational leader and executive of the school. As such, board authority and responsibility for the administration of the school and the protection of students, staff, and the public during emergencies is delegated to this position by the Superintendent in accordance with District policy.

DUTIES AND RESPONSIBILITIES

1. Provide leadership to others so that the teaching process can be most successfully accomplished; such leadership shall include the selection and training of department leaders and the participation of department leaders in selected school decisions on an advisory basis.
2. Develop a positive image of the school, an esprit de corps, which will encourage staff members, the community, and the pupils to work together toward the best school program possible within the existing pattern of organization of the District.
3. Provide for curriculum development and the implementation of approved courses of study; and for the selection and use of instructional materials and equipment, within District guidelines.
4. Administer and comply with all provisions of the California Education Code; California Administrative Code, Title 5; other governmental codes; policies of the Board of Trustees; and District Administrative Regulations; employee association contracts; and serves an exemplary role in adhering to the Code of Ethics (Policy 2282.1).
5. Develop programs and organize school operations to meet District goals and objectives.
6. Recommend the employment of staff members to the Director, Human Resources; and assign, supervise, coordinate, evaluate, and provide in-service training for staff members assigned to the school;
7. Provide for a program of student activities including the supervision and coordination of the Associated Student Body, control of student budget, and supervision of all on-campus and school-related activities
8. Develop and administer the school budget as provided within District budget guidelines.
9. Coordinate and supervise the operation of the school plant, including evaluation of District services.
10. In coordination with the Deputy Superintendent; provide an effective and informative parent and community relations program including media stories and other information about the school programs, students, staff members, and the school community;

Fullerton Joint Union High School District
AR 2131.11(b)

11. Provide for adequate recognition of student/staff accomplishments.
12. Provide for communications with students and faculty.
13. Assist the District by interpreting local school concerns and needs, serve on District committees, act as adviser at District Curriculum Committee meetings, and attend Principals' Council meetings.
14. Delegate selected duties and responsibilities to appropriate assistant principals and other staff members in order to increase the effectiveness of the operation of the school program.
15. Perform such other related duties as may be assigned by the Superintendent.

Reference: Education Code Sections 35020, 35035

Regulation approved: September 11, 1972; February 7, 1978; September 6, 2005