



USC University of Southern California

School Principal Job Description

JOB INFORMATION

Job Code:	160007
Job Title:	School Principal
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Education Administration
Job Family Group:	Education Administration 1
Management Level:	4 Administrator

JOB SUMMARY

Serves as the educational leader of a school, responsible for managing policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved school's curricula and mission. Works collaboratively to direct and nurture all members of the school staff and communicates effectively with parents. Schedules and develops curriculum and extracurricular activities. Supervises and develops faculty and staff. Oversees emergency procedures and facility operations.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Master's degree	
X		Specialized/technical training	
	X	Doctorate	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	of administrative experience in urban secondary schools.
	X	7 years	of administrative experience in urban secondary schools.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Knowledge of school curriculum state standards.
X		Knowledge of modern principles and practices of school administration.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated interpersonal, communication, critical thinking and organizational skills.
	X	Charter school experience preferred.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages, evaluates and supervises effective and clear procedures for operation and functioning of school consistent with philosophy, mission, values and goals of school including instructional programs (both online and traditional learning), extracurricular activities, student discipline systems, program evaluation, staff management, office operations, and emergency procedures. Schedules and develops curricula and extracurricular activities.				
Establishes and promotes high standards and expectations for all faculty, students and staff for academic performance and responsibility for behavior. Organizes and supervises procedures for identifying and addressing special needs of students including health-related concerns as well as physical and emotional needs.				
Supervises and develops school faculty and staff. Recruits, screens, hires, trains, schedules and assigns work. Assesses performance and provides feedback. Counsels or disciplines, as needed.				
Supervises instructional programs of school, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage use of a variety of instructional strategies and materials consistent with research on learning and child growth and development. Establishes procedures for evaluation and selection of instructional materials and equipment.				
Develops and administers school budget. Provides internal and external financial reports, as required. Develops short- and long-term budget projections and plans.				
Supervises in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of school. Ensures a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among faculty, staff and students. Files all required reports regarding violence, vandalism, attendance and discipline matters.				
Oversees maintenance of master schedule. Establishes schedules and procedures for supervision of students in non-classroom areas (including before and after school).				
Keeps faculty and staff informed of issues related to school and actively seeks ideas for improvement of school. Conducts meetings regularly and on an ad hoc basis to ensure proper functioning of school.				
Promotes school and school achievements to appropriate audiences (e.g., community organizations, parents, potential students, etc.). Assists students with career advancement and work experience efforts by promoting opportunities in community organizations and engaging students in meaningful and educational employment.				
Establishes a professional rapport with students, faculty, and staff. Displays highest ethical and professional behavior and standards when working with students, parents and school personnel. Communicates regularly with parents and/or guardians. Creates cooperative relationships with parents and/or guardians, faculty and staff to support students in the school.				
Notifies appropriate agencies and university contacts immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, and/or potential suicide.				
Mentors a "Home Team" of students, as needed.				
Provides timely reports, as needed. Maintains oversight for collection and reporting of attendance and grades.				
Ensures health, safety, and welfare of students, employees and visitors. Develops procedures and provides regular drills for emergencies and disasters.				

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Establishes procedures for safe storing and integrity of all public and confidential school records. Ensures that student records are complete and current. Protects confidentiality of records and information. Maintains currency with, understands and ensures compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations. Enforces school policies and procedures. Reports violations to appropriate authorities, as required.				
Attends required committee meetings (e.g., fund-raising, curriculum, etc.) and additional school sponsored events.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and

Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.