# SACRAMENTO CITY UNIFIED SCHOOL DISTRICT **Position Description**

TITLE: **CLASSIFICATION:** Principal, Superintendent's Certificated Management

> **Priority Schools** (UPE)

FLSA: **SERIES:** None Exempt

**JOB CLASS CODE:** 0127: Elementary School **WORK YEAR:** 12 Months: Elementary

0249: K-8

12 Months: K-8 0133: Middle School 12 Months: Middle 0134: High School 12 Months: High

**DEPARTMENT:** Elementary, Middle, or High **SALARY:** Range 34: Elementary

> Priority School Site (Ranges shown to the

right include a 10% Range 35: Middle differential.) Range 39: High

Range 35: K-8

Salary Schedule B

**REPORTS TO:** Associate Superintendent **BOARD APPROVAL:** 04-22-10

07-31-14 CABINET REVISION:

## **BASIC FUNCTION:**

Provide transformational leadership and plan, launch, and manage an elementary, middle, or high priority school. Implement a model which focuses on high student achievement; build a positive school climate that supports the whole student; leverage research and data to drive initiatives and instruction; build a high performing staff and leadership team to achieve the school's vision and goals. Collaborate with parents, community members, the Office of Priority Schools, as well as other internal/external resources and stakeholders to implement new educational programs, capital improvements, systems, tools, and other resources to accelerate student achievement.

The Priority School Principal should have successful leadership experience and deep knowledge of current turnaround research and practice. An important expectation is that Priority Schools will be incubators of innovation with the intent of transferring effective practices to the entire District, which will require a high degree of collaboration with other site principals.

PRIORITY SCHOOL PRINCIPAL COMPETENCIES: Priority School Principals must demonstrate additional competencies that are critical to succeeding in a turnaround school.

#### **Results Orientation**

Set high performance goals for themselves and others to establish stability, high expectations, and a culture of success.

Create a sense of urgency, and take immediate action to ensure early successes.

Establish and monitor high standards for excellence with students, teachers, staff, and other stakeholders.

Align school resources, and prioritize activities to achieve maximum results based on vision and goals.

Relentlessly focus school activities on student achievement.

### **Action Orientation**

Effectively plan and take action to achieve goals and objectives without direction.

Consistently identify potential issues and obstacles, and take action to create and implement solutions.

Formulate and execute an action plan while addressing ambiguity, obstacles, or resistance.

and resolve parent, student, and staff complaints; represent the school at Board, District, and community functions.  $\bf E$ 

Direct the preparation and maintenance of a variety of district, county, state, and federally mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, and certification for graduation.  $\bf E$ 

Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information, and contracts; direct the maintenance of student and staff records at the site. **E** 

Perform related duties as assigned.

## TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree, and proven, entrepreneurial school leadership experience with demonstrated success driving high performance, raising student achievement, and improving underperforming student achievement. Experience

ABILITY TO: