

# California Military Institute

---

Board Approved: March 16, 2005

Salary Schedule: 251, Row: 3

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

**JOB TITLE: PRINCIPAL**

**JOB PURPOSE STATEMENT:** Under the direction of the superintendent, to provide an educational learning opportunity for students to receive college preparatory training to meet the needs of those students seeking to attend a service academy, attain a commission in a uniformed branch of service, or gain entry to a four-year college or university. The principal will provide an academic environment where learning skills, self-discipline and career opportunities with a course of study using the “a through g” University of California entrance requirements will serve as the baseline for graduation. The principal will provide students with a curriculum that will include AP academics, team-building activities through adventure training, physical fitness training to qualify for the President’s Council on Physical Fitness awards, and, community service projects to improve quality of life and conserve natural resources.

**JOB FUNCTIONS:**

**Curriculum and Instruction**

- Provides leadership for instructional programming and educational methods
- Establishes and maintains an effective and open learning climate in the school
- Initiates, designs, and implements innovative programs to meet the needs of the students
- Works closely with teachers, district, and the community by creating and constantly upgrading classes and curriculum that fully satisfies state standards
- Creates and maintains the master schedule of classes
- Writes reports to the Perris Union High School District Board of Trustees/CMI Advisory Council detailing educational progress of the school
- Administers policies of the state and local regulations
- Ensures improved student performance and measures performance through appropriate means

**JOB TITLE: PRINCIPAL**

Page 2

**JOB FUNCTIONS – continued**

- Implements and maintains all WASC recommendations by ensuring that the school constantly meets WASC standards and other statutory requirements
- Ensures that needed educational supplies are available

**Technology**

- Provides leadership and promotes the use of technology.
- Uses knowledge of computers, software, and Internet to advance school through constant hardware and software improvement
- Institutes a program of ongoing technology training for staff and teachers

**Staff Relations**

- Recruits, screens, and hires staff under the supervision of the Perris Union High School District.
- Supervises, trains, and assigns the school staff
- Creates the evaluation process and evaluates staff in conjunction with the CMI Advisory Council
- Orients newly assigned staff and assists in their development
- Creates and maintains a staff handbook
- Leads staff meetings to seek and provide communication for the proper functioning of the school
- Institutes, maintains, and encourages a system of professional development to ensure constant professional growth of staff, ensuring that staff participates in conferences and committees

**Student Relations**

- Maintains a positive atmosphere that engenders learning for all students
- Maintains student discipline in accordance with state laws
- Develops and constantly improves the student orientation program

**JOB TITLE: PRINCIPAL**

Page 3

**Student Relations – continued**

- Creates and maintains the student/parent handbook
- Develops programs and curriculum to fit the needs of students of all levels
- Institutes and maintains a counseling program to assist students in the educational and career decisions
- Encourages and assists the formation of student government, clubs, and organizations to foster community among the student body
- Solicits and considers student input in creation and evaluation of school programs

**District Relations**

- Attends all district principal's meetings
- Coordinates with district payroll and accounting to ensure budget and law compliance

**Fiscal Responsibilities**

- Prepares and submits the school budget to the Perris Union High School District and California Military Institute Advisory Council and monitors the expenditure of funds
- Investigates and reports to the Perris Union High School District and the CMI Advisory Council any new funding sources, both public and private and pursues such funding where appropriate
- Maintains systematic records and inventories

**Community Relations**

- Responds to and is sensitive to concerns of parents and community members
- Develops a spirit of cooperation between school and community
- Maintains oversight of the school public relations operation
- Represents school in professional and community groups
- Reports to parents and community on the status of the school

**JOB TITLE: PRINCIPAL**

Page 4

**PHYSICAL ABILITIES:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner

**JOB QUALIFICATIONS:**

**Education:**

- Valid California teaching credential
- Valid California Administrative Services Credential authorizing the supervision of K-12 schools
- Advanced course work in school law, finance, and personnel
- Master's Degree desirable

**Experience:**

- Minimum of five years teaching experience
- Principal, assistant principal, or extensive leadership experience

**Experience Preferred:**

- Prior military experience at the Commissioned Officer level

**JOB TITLE: PRINCIPAL**

Page 5

**JOB QUALIFICATIONS – continued**

**Licenses, Certifications, Bonding, and/or Testing:**

- Valid Drivers License
- Criminal Justice Fingerprint Clearance

**EMPLOYMENT STATUS:**

- Certificated Management Position