

PRINCIPAL

PRIMARY FUNCTION

To serve under the Governing Board and the Superintendent as the chief executive officer of one or more schools with responsibility for the management of all affairs of the school within district policy and procedures including general control and supervision of all certificated and classified employees assigned to serve in the school(s).

Directly Responsible to: The Superintendent

EXAMPLE OF DUTIES

- Provides leadership to the staff in assessing school needs and determining objectives as the basis for developing long- and short-range plans for the school or assignment
- Interprets and implements the curriculum program in the light of individual school needs
- Provides leadership to the staff so that innovations leading toward instructional and program improvement are facilitated, including direction and coordination of pilot programs
- Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority
- Identifies, provides, assigns, and coordinates inservice growth opportunities for personnel within the school
- Supervises and evaluates the performance of all assigned personnel, provides counseling and assistance as indicated, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential
- Assigns all pupils in such a way as to encourage their optimum growth
- Carries out a program of communications and community relations as a means of interpreting and furthering the school program through parent, and other community organizations

- Develops school plans and organizational procedures for the safety, discipline, and conduct of pupils, including conferences with parents
- Plans, coordinates, and evaluates the on-site program of student support services, including guidance, counseling, health services, and testing
- Coordinates special education programs at the school to ensure optimum integration for identified students as well as adherence to all requirements
- Plans, supervises, and directs the business operation of the school, including the management and monitoring of all assigned budgets, both district and special funded
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds
- Ensures adherence to federal and state laws and requirements and district policies
- As part of the Management Team, assists in developing and achieving District goals, procedures and policies
- Makes periodic appraisals of pupil progress, and directs reports to parents
- Serves as a member of the Management Team and promotes communication between administration, teachers, and classified employees in the schools, and interprets and implements district policies in individual schools
- Plans, coordinates, and reviews the work of resource teachers and student teachers assigned to assist teachers in the instructional program
- Carries on a human relations program in order to maintain high morale of the school staff
- Recruits, trains, and provides for effective utilization of paraprofessionals and volunteers, and evaluates such services
- Serves as assigned on district-wide committees
- Performs other duties as assigned

QUALIFICATIONS GUIDE

Minimum Qualifications:

- Possess a valid California Administrative Credential
- Three years experience as an Elementary School Assistant Principal or other equivalent educational administration experience
- Meets District standards for physical and mental health

Desirable Qualifications:

- Master's Degree and advanced study in the field of elementary education, including the areas of administration, supervision, and curriculum development
- Successful leadership experience such as Head Teacher, Learning Specialist, Mentor, etc.
- Teaching experience at primary (K-3) and intermediate levels (4-6)
- Knowledge of and commitment to contemporary management and instructional techniques
- Knowledge of elementary curriculum, including highly developed competencies in at least one content area
- Knowledge of evaluation procedures
- Ability to represent the school with responsible, mature judgment, tact, and decisiveness
- Ability to assist in effecting positive change in staff and programs
- A current Red Cross Standard First Aid Certificate
- CLAD Certification and/or second language ability

Physical:

Good condition, ability to pass required District physical.

ESSENTIAL JOB FUNCTIONS :

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Vision which allows accurate observation from a distance
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to perform non-violent crisis intervention procedures
- 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 exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension

- shoulder extension and flexion
- back lateral flexion
- hip flexion and extension
- knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.