



**Job Title:** Elementary School Principal

**Reports to:** Governing Board and Superintendent

## Definition:

To serve under the Governing Board and the Superintendent as the chief executive officer of one or more schools, responsible for instructional leadership and total responsibility to manage 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).

## Essential Functions:

- 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 in-service 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 communication and community relations as a means of interpreting and furthering the school program through PTO/PTA 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 pupil services, including guidance counseling, health services, and testing.
- 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.
- 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.

## Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.



## Experience and Education:

### Certification, Licenses, and Other Requirements:

- Four years experience in a responsible educational leadership position or the successful completion of an administrative internship program.
- The completion of a Master of Arts or higher degree in educational administration, institutional technology, or a closely related field.
- California teaching or Pupil Personnel Services Credential; Preliminary Administrative Services Credential or Professional Clear Administrative Services Credential (within 3 years)
- Valid California Driver's License

### Knowledge of:

- Principles, techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Procedures, methods, and strategies of organization, management, and supervision
- Modern innovative and creative curriculum and instructional trends regarding the elementary age child
- Curriculum development, instructional program delivery strategies and program supervision, assessment, and evaluation
- Result and performance evaluation techniques pertaining to program and personnel performance effectiveness
- Human relations strategies, conflict resolution strategies, and team-building principles and techniques

### Ability to:

- Direct, lead, and coordinate the multifaceted functions and activities of an elementary school facility
- Demonstrate effective instructional, organizational, and administrative leadership
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions
- Communicate effectively in oral and written form
- Plan, develop, and maintain effective organizational and community relationship

## Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Body Movements:** Regular Activities: conduct verbal conversation; hear normal range verbal conversation; sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; stand for sustained periods of time, climb slopes, stairs, steps, ramps and ladders; 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, knee flexion; demonstrate manual dexterity necessary to operate typewriter, and or computer keyboard, at required speed and accuracy.

**Lifting Requirements:** Employees assigned to this classification lift, carry, and/or move objects weighing up to 10 pounds. Occasionally, they may lift, carry, and/or move objects weighing up to 25 pounds.

**Vision Requirements:** 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



### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Position Environment**

School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

#### **Exposures, Risks and Hazards**

Normal risks and hazards associated with operating computers and computer-related equipment.

Governing Board Approved: July 23, 1979

Revised: October 22, 2002