

## **ELEMENTARY PRINCIPAL**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, serve as educational leader and administrator of an assigned elementary school; establish and maintain effective relationships with students, staff, parents and community organizations to foster and increase student achievement; maintain a safe and secure campus; train, supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Provide leadership to school staff; define and clarify educational objectives; study, develop and initiate the use of new teaching methods and materials; initiate, encourage and direct instructional experimental and pilot programs; provide information and guidance to appropriate District staff regarding current programs, problems and other school needs.

Coordinate, encourage and provide in-service growth opportunities for teachers and other school personnel; prepare and supervise the preparation of class schedules and coordinate programs as they relate to District policies; develop instructional schedules.

Prepare and submit District-required reports; assure proper maintenance, operation and safety of school site; provide recommendations to District negotiation team regarding school programs and District policies and procedures.

Attend and participate in parent group meetings including PTA/PTO, School Site Council and English Language Advisory Council; attend District committees; establish and maintain relationships with community resources and agencies.

Supervise students and staff during passing periods, lunches and other periods between classes to assure compliance with school rules and regulations.

Direct, supervise and participate in formal and informal classroom visitations and observations; direct discipline, reassignments, terminations and related documentation as appropriate and in accordance with applicable rules and regulations.

Manage, organize and operate facilities and resources to assure a safe, efficient and effective learning environment; assure facilities remain in a clean, safe working condition.

Collaborate with families, community members, students and staff to develop and maintain programs, plans and facilities; develop programs and services that meet community and school needs through data analysis, research and other opportunities.

Coordinate and participate in processes and programs for screening and monitoring student progress; coordinate and participate in the review and recommendation of students for special education classes and other special programs through SST and IEP meetings.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Superintendent regarding assigned

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functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the school; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Comprehensive organization, activities, goals and objectives of a District elementary school.  
School law administration and applicable sections of the State Education Code and other applicable laws.

State and local curriculum requirements.

Board and District policies, procedures and regulations.

Labor relations law and employee contracts.

State plant facility requirements.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

#### **ABILITY TO:**

Plan, organize and direct the operations, plant and personnel of an elementary school.

Organize, direct, evaluate and supervise assigned certificated and classified staff.

Direct activities regarding personnel, the physical plant, budget, curriculum and instruction and communications and articulation.

Establish, coordinate and maintain communication with community and parent groups.

Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

### **EDUCATION AND EXPERIENCE:**

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
- Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.

### **EDUCATION AND EXPERIENCE:**

#### Professional:

*Required:* Master's degree in education, public administration, or related field and five years professional experience in a public school setting, including two years as an Assistant Principal in a school district.

#### Personal:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### **CREDENTIAL:**

Must hold a valid California Clear Administrative Services Credential.  
Must possess a valid California Driver's License.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

Office environment.  
Driving a vehicle to conduct work.

#### HAZARDS:

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Dissatisfied or abusive individuals.