
PRINCIPAL: ELEMENTARY

Position and Description:

Elementary Principal with duties of staff, student, and program supervision on the school campus, to assist co-administrators at other schools as requested by that principal or by the Superintendent, to assist in development of district and operational policies and to assist in the supervision of district programs such as fine arts programs, science fairs, the district nutritional service program, the district Special Education program, Title 1 program, district primary class placement, elementary athletics, outdoor education, and kindergarten registration.

Minimum Qualifications:

1. SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: communicate effectively both orally and in writing; appropriately manage programs and work with people; effectively manage multiple budgets; problem solve a variety of issues; and utilize technology and software programs.
2. KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: 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; results and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations strategies; conflict resolution strategies and team building principles and techniques.
3. ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: working as part of a team; adapting to changing work priorities; communicating with diverse groups; displaying tact and courtesy; establishing and maintaining effective working relationships; being attentive to detail; maintaining confidentiality; meeting deadlines and schedules; setting priorities and working with constant interruptions.
4. Possess a Valid California Administrative Credential.
5. Education: Master's Degree Preferable.
6. Experience: 2 years of Administrative Experience in the Elementary Education Desired.

Primary Functions:

The principal shall be the executive of his school and shall promote and maintain high student achievement by providing curricular and instructional leadership, maintaining overall school site operations; receiving, distributing and communicating information to enforce school, District and State policies, district goals, objectives and regulations; maintaining a safe school environment; coordinating site activities and communicating information to staff, students, parents and community members.

Duties:

Each principal completes classroom observations and evaluations of certificated staff, as well as, supervising and evaluating classified personnel in a timely manner. Classroom observations/evaluations should focus on California Common Core standards-based instruction and adherence to curriculum objectives. Additional responsibilities include:

1. Coordinates and participates in the selection of personnel (e.g. certificated staff, support staff) for the purpose of recommending qualified candidates to the District for employment.
2. Determine staffing needs and credentialing requirements.
3. Provide guidance and academic counseling to all students.
4. Provide leadership and facilitate student award programs.
5. Work collaboratively with students, staff and parents to promote a positive school climate.
6. Attend all IEP's, 504's and SST's.
7. Complete Single School Plan for Student Achievement, School Accountability Report Card, Mandated Reports and similar documents/reports timely.
8. Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
9. Lead the School Site Council and ELAC Advisory Committees.
10. Participate in Teacher-Parent Club meetings and activities.
11. Publish parent newsletter on a regular basis.
12. Participate in district management team meetings.
13. Attend monthly Board of Education meetings; manage a flexible schedule.
14. Testing: In coordination with the Director of Curriculum and Categorical Programs, the principal shall facilitate, organize and monitor required State and District assessments such as CAASPP, EL Testing, and others. Coordinate the administration and scoring of District Benchmark assessments. In addition, he/she will interpret test scores and make presentations to district and site staff for program improvement.
15. Curriculum Development and Supervision: Serves as the instructional leader for the purpose of providing direction for staff and the best program for students. The Principal ensures the delivery of standards-based instruction in the academic program. The principal provides support and training to all teachers for the purpose of improving classroom instruction and student achievement for all students including English Learners and Title 1 students. The Principal shall facilitate the transition to Common Core State Standards.
16. Maintenance/Site Operations: In conjunction with the Maintenance Supervisor, the principal supervises, monitors, and evaluates the site custodians and maintenance custodians.
17. Supervision: Student safety is a priority and includes supervision and campus security. In addition, the principal develops monitors and implements the School Safety Plan.
18. Prompt and regular attendance in the workplace.

Immediate Supervisor: Superintendent

Assignment: 205 days

Salary: Certificated Administrative Salary Schedule: Range 102