

# JOB DESCRIPTION

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## ELEMENTARY SCHOOL PRINCIPAL

**CLASSIFICATION:** CERTIFICATED MANAGEMENT  
**LOCATION:** SCHOOL SITE or as assigned

**WORK YEAR:** 11M/210D/8H  
**SALARY SCHEDULE:** 011 R27  
(Placement Depend. upon Expr. & Educ.)

**SUPERVISION RECEIVED:** SUPERINTENDENT OF SCHOOLS or As Designated

**SUPERVISION EXERCISED:** SITE CERTIFICATED and CLASSIFIED STAFF, others as assigned

### A. General Description of Position Goals

The Principal has administrative and supervisory responsibility for a K-5 or K-6 elementary school facility. The primary role is that of instructional leader within the school, including implementation and evaluation of instructional and operational programs, student and staff supervision, program improvement, student achievement and community relations. The Principal manages all affairs of the school within District policy and procedures, ensures a safe, secure and appropriate learning environment is provided for all students, and that every student enrolled has an equal opportunity to study, learn and graduate.

### B. Essential Job Functions

1. Plans, organizes, develops and implements instructional goals and objectives.
2. Understands child growth and development.
3. Interprets and implements the district-approved curricular program in the light of individual school needs.
4. Develops plans and directs functional activities pertaining to the curriculum and instructional program including procedures for evaluating program activity and effectiveness.
5. Provides leadership to the staff so that innovations leading toward instructional program improvement and increased student achievement are facilitated.
6. Plans, organizes, implements and maintains assessment systems designed to ensure the site goals and objectives are achieved and that there is adherence to District/State educational guidelines and standards.
7. Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
8. Develops, organizes and coordinates activities pertaining to staff development and training programs for personnel within the school.
9. Plans, coordinates and reviews the work of on-site instructional personnel and student services, including guidance, counseling, health services and testing.
10. Confers and consults with site, District, public and private agency personnel, and parents regarding student educational, social, emotional and behavioral problems and solutions.
11. 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 individuals with leadership potential.
12. Supervises and directs the business operations of the school, including implementation of budget planning, expenditure control and management of all assigned district and specially funded budgets.
13. Assumes a leadership role in the formation and function of District and site advisory groups/committees.

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14. Provides leadership in maintaining high morale within the assigned staff of Certificated and Classified personnel.
15. Develops school plans and organizational procedures for health, safety, discipline and conduct of students, as established in district standards.
16. Develops school conflict resolution procedures for students and staff that comply with site goals, District policy and State law
17. Delegates appropriate areas or responsibility to other personnel.

### **C. Other Job Duties and Responsibilities**

1. Functions as an effective member of the management team and serves as a member of the District Management Advisory Team.
2. Encourages school personnel and community members to participate in school-related functions such as advisory committees, fund raising, activity planning, etc.
3. Carries out a program of community relations to further awareness of the District and site educational goals and objectives, and achievement strategies
4. May be assigned some District-wide responsibilities for providing leadership in the development or improvement of specific instructional programs or curriculum.
5. May participate in the District's teacher/administrator recruitment and selection process
6. Performs other related duties as required or assigned

### **D. Job Requirements/Qualifications**

1. Experience: Successful classroom teaching at several different grade levels; five (5) years teaching experience preferred.
2. Education: Master's Degree from an accredited institution of higher learning; advanced study in a field of elementary education including the areas of administrative, supervision and curriculum development. Official Transcripts.
3. Credential: Possession of a valid California teaching credential; possession of a valid California credential authorizing service as a school principal/administrator.
4. Other Licenses, Certifications, Bonding, and/or Testing:
  - Department of Homeland Security I-9 Form completion
  - TB Test Clearance
  - Criminal Justice Fingerprint Clearance
  - Must possess a valid California Driver's License during the course of employment. Must be insurable at standard rates and maintain such insurability during the course of employment.
5. Knowledge of:
  - District policies and procedures related to school site management
  - Policies and procedures related to appropriate discipline, guidance and supervision
  - Elementary curriculum, including highly developed competencies in at least one content area.
  - Relevant educational research and an understanding of research design
  - Trends in elementary school education programs
  - Learning theory
  - Principles and techniques of budget preparation and management
  - Interpersonal skills using tact, patience and courtesy

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- Various modern technologies used in teaching and learning

### 6. Ability to:

- Work effectively in a multi-ethnic setting
- Work independently and/or in a team setting
- Exhibit a well-developed personal philosophy of education.
- Assist teachers in learning theory application
- Assist teachers in individualizing instruction
- Apply appropriate research design in a school setting
- Communicate effectively with individuals from varied educational and cultural backgrounds
- Establish and maintain cooperative working relationships with others
- Represent the school with responsible, mature judgment, tact and decisiveness
- Perform a variety of specialized and responsible tasks
- Motivate students and staff
- Inspire confidence and maintain professional dignity at all times
- Maintain records
- Plan, organize, prioritize
- Meet schedules and deadlines
- Be flexible
- Exercise confidentiality
- Speak, read and effectively communicate in Spanish, preferred

## E. Working Conditions

### 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.

- Office or classroom environment at school site or as assigned
- Occasional work in outside weather conditions
- Usual work in low to moderate noise level
- Subject to frequent interruptions and daily contact with students between the ages of 5 through 11 years and their parents

### Physical Abilities

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.

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| Constant: | mobility  |
| Constant: | use of voice in face to face speaking and with a telephone  |
| Constant: | use of close and distant vision, color vision, peripheral vision, depth perception and the ability to focus |
| Constant: | hearing acuity for conversations and other sounds   |
| Frequent: | sitting, standing, walking, twisting, stooping or bending over to student level                             |

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- Frequent: handling, grasping and feeling objects; repetitive use of dominant hand; fine dexterity with both hands; gross muscle use of arms and legs
- Occasional: crawling, climbing reaching overhead-above the shoulders and horizontally, crouching, kneeling, balancing
- Occasional: pushing or pulling, lifting or carrying, individually or with assistance 10 to 25 lbs.

### **Hazards**

The hazards described here are representative of those that may be encountered in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent: work in close proximity to young people who may have communicable illnesses
- Occasional: exposure to stairs, ramps or uneven ground; working around and with equipment having moving parts
- Occasional: exposure to dusts
- Seldom: contact with toxic substances/materials
- Seldom: contact with distraught or abusive individuals
- Extended: viewing of a computer monitor