

-PRINCIPAL
CERTIFICATED JOB DESCRIPTION

DEFINITION

The Principal will serve as the educational leader and chief executive of the K- 8 school programs, to be responsible for the direction of the instructional program, operation of the school site, participation in staff and staff student activities, and community leadership.

Directly responsible to: District Superintendent

Supervises: Assigned certificated and classified staff

ASSIGNED RESPONSIBILITIES

1. Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short-range plans for the school of assignment.
2. Interprets and implements the district approved curriculum program in the light of individual school needs.
3. Enlists the assistance of the District Superintendent in the use of school resource personnel in the improvement of the program of the school.
4. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
5. Identifies, provides, assigns and coordinates in-service growth opportunities for teaching personnel within the school.
6. Supervises and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
7. Assigns all students in such a way as to encourage their optimum growth.
8. Makes periodic appraisals and action plan regarding academics, attendance and behavior pupil progress.
9. Develops and implements school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
10. Plans, coordinates and evaluates the total program of pupil services including guidance and counseling.
11. Plans, supervises and directs the business operation of the school in accordance with district policies and procedures.
12. Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds.
13. Carries out a program of community relations as a means of interpreting and furthering the school program through PTC and other community organizations. i.e. SSC, DAC, PLC, Board meeting, RTI, and C&I meetings.
14. Serves as a district officer in communication between district office, teachers and classified employees in the respective school. Interprets and implements district policies in the school.
15. Plans, coordinates and reviews the work of resource teachers and instructional consultants assigned to assist teachers in the instructional program.
16. Carries on human relations program in order to maintain high morale of the school staff.
17. Performs other duties as assigned.

PRINCIPAL (continued)

ESSENTIAL QUALIFICATIONS

1. Applicable credentials: Administration Services
2. Five years of teaching -with a qualified teaching credential
3. Other requirements as set by Board of Trustees.
4. Incorporated within one or more of the previously mentioned essential qualifications of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

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|----------|----|---|
| <u>3</u> | a. | Ability to sit for extended periods of time. |
| <u>4</u> | b. | Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, kneel and stoop. |
| <u>2</u> | g. | Ability to lift and carry at least 50 lbs. |
| <u>3</u> | h. | Ability to reach all directions |

DESIRED QUALIFICATIONS

1. Some administrative experience.
2. Masters Degree.

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: November 13, 1984
Revised: July 12, 1994
Revised: January 9, 1996
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