

**Job Description**

**Title:**

Elementary School Principal

**Basic Functions:**

Serve as the educational leader and chief executive of the school; be responsible for the development and delivery of a high quality and effective instructional program; the operation of the school site and involvement in school sponsored activities and community leadership. The Principal is responsible for providing a safe and positive school environment and for ensuring productive/collaborative home-school-community relations.

**Supervision:**

Reports to Superintendent. Supervises teachers, site-specialists, paraeducators and/or other classified personnel.

**Physical Characteristics:**

- Speak clearly
- See to read
- Bend, stoop, reach and lift to perform tasks

**Working Conditions:**

School site office/campus environment

**Minimum Qualifications**

Valid administrative services credential applicable to an elementary school principalship; completion of at least five years of successful teaching experience; possession of a master's degree from an accredited institution; demonstration of expertise in the area of curriculum and instruction; previous experience in school administration preferred; qualities essential for leadership of school staff which promotes teamwork and confidence from parents, the Governing Board of Education and the neighboring community.

**Representative Duties:**

**Instructional Program:**

1. Provide leadership in developing school-wide goals and objectives based on the frameworks and input from students, staff, parents and community.
2. Coordinate and enhance the implementation of the district's instructional program to best meet the specific instructional needs of the site.
3. Serve as the instructional leader for Common Core State Standards (CCSS) instruction by modeling CCSS aligned lessons and working with grade level teams to assure alignment of grade level curriculum to CCSS.
4. Provide leadership in analyzing and interpreting site and grade level data in order to modify or enhance the instructional program to provide optimum instructional opportunities for all students.

5. Administrate alternative or special programs within the school to assure all students receive a quality instructional program.
6. Organizes, administers and coordinates all student activities of his/her school.
7. Evaluates the student activities program.
8. Determines and maintains standards for participation in student activities.
9. Applies rational decision-making models and procedures in his/her management of school programs.
10. Utilize available resources in an effort to achieve regular attendance.
11. Maintain adequate communication with parents so he/she is able to communicate timely information to parents regarding their children.
12. Develops long-range educational plans by involving parents, teachers, students and central office personnel.

**Personnel:**

1. Be responsible for all staffing and personnel procedures for the school in cooperation with the Assistant Superintendent of Human Resources and the Director of Classified Personnel.
2. Screen and recommend the appointment of all school site personnel.
3. Employs procedures for establishing organizational goals, clarifying roles, planning and otherwise providing structure for individuals to relate to each other in cooperative supportive ways.
4. Assign responsibilities to all school site personnel using district guidelines.
5. Supervise and evaluate the performance of all personnel.
6. Identify performance that is unsatisfactory and encourage professional improvement.
7. Follow district guidelines in working with school site personnel who are not demonstrating improvement.
8. Knows and is able to employ techniques that encourage self-actualization in the staff and students.
9. Promote a safe, positive and enjoyable work environment.

**Inservice Education:**

1. Coordinate planning with district staff for inservice education.
2. Provide opportunities for professional growth through:
  - a. School staff meetings.
  - b. School and district workshops.
  - c. Grade level meetings.
  - d. Curriculum developmental projects.
  - e. School visitations.
  - f. Providing professional publications.
  - g. Experimentation and research.
  - h. Committee activities.
  - i. County and State sponsored workshops and conferences.
3. Assists teachers in developing educational objectives and working toward concrete goals.
4. Provide administrative and instructional advice, guidance and support.
5. Encourage teachers to practice innovative and creative educational methods and techniques.
6. Plan and supervise use of curriculum materials, instructional supplies, equipment and building facilities.
7. Supervises instruction by employing modern procedures and techniques of supervision.

**Community Relations:**

1. Identifies the community forces that affect the operation of the school and implement a well-planned and effective program of community relations and public understanding.
2. Work with parent groups and advisory committees to develop and promote the school.
3. Supervise the distribution of all publicity concerning the school, its programs, students and staff.
4. Approve all formal school correspondence to parents and agencies outside the school.
5. Represent the school to community organizations.
6. Assist various school-affiliated groups in their programs and activities.
7. Arrange and support parent education and orientation programs.
8. Works through conflict situations with students, parents, teachers and others related to school activity.

**Administrative Functions:**

1. Administer district, county and state policies and regulations at the school level.
2. Interpret district and school philosophy to school staff.
3. Represent the school staff to the district office departments and staff.
4. Promote positive working relations and collaboration with other schools in the district.
5. Plan, supervise and direct the business operations of the school in accordance with district policies and procedures.
6. Manages the school's financial resources.
7. Direct an effective school administrative organization with clear lines of responsibility and with appropriate delegation of authority and responsibility.
8. Approve all reports submitted to the district, county and state offices.
9. Contribute to the plan for improving and maintaining school facilities and grounds.
10. Evaluate and continually improve the administrative policies and practices of the school.

**Other duties as assigned:**

1. Perform other administrative duties as may be assigned.

*The Governing Board is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities. (BP 0410)*