

PRINCIPAL (ELEMENTARY)Job Summary

Under the direction of the Superintendent or designee, the Elementary Principal is to serve as the educational leader and chief executive of the school; to be responsible for direction of the instructional program, operation of the school plant, participation in staff and student activities, and to exercise leadership in the community in cooperation with the school staff; perform other duties as assigned

Qualifications:Required:

- Valid Administrative Credential
- Master's Degree
- Valid California Driver's License (Incumbent must be insurable at the "standard rate" by the employer's insurance carrier at all times while employed by CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice Program at time of hire)

Desirable:

- Demonstrated qualities of leadership requisite to the supervision of personnel
- Knowledge of Compensatory Education Program requirements, school level budget management.
- Spanish speaking

Knowledge and Ability:

1. Ability to work with staff
2. Knowledge of local, state, and federal regulations; legal requirements, and current curriculum practices as well as Board goals and objectives
3. Ability to delegate responsibility
4. Knowledge of state, contract and district evaluation regulations concerning personnel and ability to motivate staff toward high morale and performance; ability to write performance objectives
5. Knowledge of psychological and social traits of typical elementary grade school pupils
6. Knowledge of acceptable discipline measures and legal restrictions as related to student rights and control
7. Knowledge of budgetary practices
8. Ability to maintain good inventory practices
9. Ability to prepare news releases in non-technical language, and to orally describe and explain the school's programs in non-technical language
10. Ability to drive a car

Essential Functions of this position, which may change or evolve in the future, are but not limited to, the following:

1. Facilitates staff in developing goals for school
2. Interprets and applies rules and policies of the State Board of Education and School District Board of Trustees, establishes policies and rules for the operation of the school
3. Administers the portion of the individual school budget for which he/she has responsibility and authority
4. Assists in screening, selection, and orienting all new staff members to the school and participates in the assignment of all staff assigned to school
5. Supervises and evaluates the performance of all personnel assigned to school
6. Supervises and provides leadership to the process of review, improvement, and change of individual school curriculum in terms of the District goals and objectives

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7. Provides assistance to teachers and other staff members involved in the evaluation and placement of pupils, preparation of school schedules, and the screening and recommending pupils for special education classes
8. Supervises the health, attendance, guidance, discipline, counseling and student activity programs
9. Conducts conferences with pupils, parents, teachers and other as needed
10. Assists teachers in preparing instructional objectives for their respective classes, techniques for evaluating pupil progress, and setting standards of acceptable performance
11. Carries out a program of community relations as a means of interpreting and furthering the school and district program
12. Participates and takes leadership roles in District level and school level committee as assigned by Superintendent and Director of Educational Services
13. Remains aware of developments in education and continually reviews the policies and progress of the school in order to ensure excellence in educational program
14. Recommends and implements in-service growth opportunities for teaching personnel within the school and District
15. Provides guidance to District staff regarding school problems and needs and is responsible for such assigned staff
16. Establishes an effective school administration organization with clear lines of responsibility and with the necessary delegation of authority
17. Inspects the school plant for proper maintenance, operation, and safety and makes requests for needed service to the district staff responsible for the area in need
18. Prepares reports and correspondence, maintains records
19. Ensures accurate inventory of all equipment and supplies at school site. Advises District office in regards to fixed assets
20. Visits and observes classes, prepares evaluation reports of teacher success or lack of success in achieving instructional objectives agreed on, and recommends reemployment or release
21. Counsels with teachers and aides as needed to ensure effective and efficient educational program; points out areas of need to teachers and provides assistance in overcoming weaknesses and further developing strengths
22. Attends meetings and performs other duties as needed to maintain the instructional program and maintenance program of the school
23. Procures textbooks and other supplies as needed by the staff for the effective implementation of the school's instructional and maintenance programs
24. Supervises the school attendance accounting system, establishes policies and procedures relating to attendance
25. Represents the school on the District Curriculum Committee
26. Supervises all classified personal assigned to school on a temporary or regular basis and evaluates the performance of those classified personnel assigned on a regular basis, making recommendations as to retention or dismissal
27. Counsels with classified personnel as needed to ensure effective and efficient operation of the school
28. Assigns, supervises, and evaluates the performance of substitute teachers
29. Investigates complaints relating to the on and off campus activities of pupils; takes appropriate action as needed

Physical Requirements of this position are, but not limited to, the following:

1. Mental acuity to advise and consult with students, personnel, administrators, parents and others relating to programs and services; make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks
2. Facility to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Facility to see and read a computer screen, laws and codes, rules and policies, and other printed matter and related materials, with or without vision aids

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4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, presentations, other meetings and on the telephone
7. Physical agility to lift, bend, stoop, and to reach overhead
8. Facility to drive a car

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job