



**CERTIFICATED
Job Class Description**

Equal Employment
Opportunity

PRINCIPAL

DEPARTMENT/SITE:		SALARY SCHEDULE: Management (Group 02)
		LEVEL: Range 01
		WORK YEAR: 12 Months
REPORTS TO: SUPERINTENDENT		<u>DATE CURRENT JOB DESCRIPTION APPROVED:</u>
		Board of Trustees effective: 05/20/2021

JOB GOAL/PURPOSE:

A school site Principal, as the instructional leader, defines and communicates the mission of the school, manages curriculum and instruction, supervises teaching, monitors student progress, and creates a climate in which learning is valued.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Establishes a positive school climate
- Assesses Instructional program
- Assists the staff in improvement of instruction
- Evaluates personnel in a competent, timely manner
- Motivates the staff to greater accomplishments
- Supports the staff to work as a dedicated professional unit
- Involves staff in decision-making appropriate to the situation
- Skillfully and appropriately involves the community in school activities
- Maintains good community relations
- Practices sound budgetary management
- Follows established business procedures
- Assumes and carries out districtwide responsibilities willingly
- Cooperates with other staff members
- Plan and implement staff development programs
- Interpret and implement the district curriculum
- Provide leadership in all phases of pupil personnel services
- Follows established district procedures
- Assist with the implementation of programs and incentives to ensure the health, safety, and welfare of students and staff
- Handles disciplinary issues
- Function as a member of the District Management team
- Assumes other duties and responsibilities as assigned
- Identify and analyze problems and propose plausible solutions

- Make decisions and be responsible for those decisions
- Communicate effectively, both orally and in writing with staff, students, parents and district administration

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Educational theory, research and current issues
- State and Federal laws and regulations governing management of public schools
- Child development appropriate to elementary education including motivation and discipline
- District Curriculum and state frameworks
- California State Standards
- California state and local assessments
- California Standards for the Teaching Profession and California Professional Standards for Educational Leaders
- Strategic and LCAP planning
- Sound budgetary practices
- Effective managerial skills as they relate to school administration
- Sound principles of learning theory and instruction methodology
- The role of technology in education
- Special Education law and procedures

Ability to:

- Provide leadership and direction in areas of responsibility
- Identify and analyze problems and propose plausible solutions
- Make decisions and be responsible for those decisions
- Communicate effectively both orally and in writing with staff, students, parents and district administration
- Use strong organizational and people skills
- Schedule, supervise and evaluate the work of others
- Analyze and explain student assessment data to inform instruction and evaluate program effectiveness
- Determine and implement appropriate staff development opportunities
- Serve as an effective instructional leader
- Motivate staff to greater accomplishments
- Utilize practical and effective problem-solving techniques
- Exhibit interpersonal skills by working effectively with students, teachers, parents, other staff, and the public
- Plan, organize, schedule, supervise, and evaluate the work of others

EDUCATION REQUIRED:

- Master's Degree
- Must hold valid Teaching and Administrative Credential
- Experience as a Principal or Assistant Principal is desirable

EXPERIENCE REQUIRED:

- Minimum three years teaching experience at the elementary level

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Valid California teaching credential and valid California administrative services credential
- Pass the District's applicable proficiency exam (e.g., written test, oral interview or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- A typical school environment, including offices, classrooms, playground, assembly rooms
- Standing or walking for extended periods of time
- Sitting for periods of time
- Using hands to finger, handle or feel objects or controls and utilize technological equipment such as computers
- Use technology equipment such as computers
- Reaching with the hands and arms
- Seeing, including close, distance and peripheral vision and the ability to adjust focus, to ensure proper supervision of students
- Hearing and speaking abilities to ensure proper supervision of students and to facilitate communication with students, staff, parents and community
- Exposure to outside weather conditions on occasion
- Exposure to moderate to medium noise levels
- Potential for contact with blood-borne pathogens and communicable diseases