

Job Title: SCHOOL PRINCIPALS - K-12

Minimum Qualifications

The principal of any school must be the holder of a valid school administration certificate of the same grade as the school to be administered and a teaching credential of the same level. A Master's Degree is desirable for this position.

Immediate Supervisor

Immediate Supervisor for K-12 principals is the Assistant Superintendent for Instruction.

Hours and Days of Work

Serves days per year as per contract. Normal hours are 8:00 a.m. to 5:00 p.m.

Major Duties and Responsibilities

1. Provides leadership to the staff in determining objectives and identifying school needs as a basis for developing long and short term plans for the school.
2. Interprets and implements the district-approved curriculum program in the light of individual school needs.
3. Is responsible for the general supervision of the instructional 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 inservice 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 performance, and identifies and encourages individual teachers with leadership potential.
7. Assigns all pupils in such a way as to encourage their optimum growth.
8. Assigns teachers or other qualified personnel such yard duty or other building responsibilities as may be necessary for proper management of children while they are at school.
9. Makes periodic appraisals of pupil progress, analyzes the data, disseminates the information, consults with all interested parties and initiates appropriate strategies for improvement.
10. Develops school plans and organizational procedures for health, safety, discipline and conduct of students as established in district procedures.
11. Plans, coordinates, and evaluates the total program of pupil services including guidance and individual testing of pupils.
12. Plans, directs, and supervises the business operations of the school.
13. Is responsible for maintaining a program of public relations and promotes the activities of the Parent Teachers Association as a means of interpreting and furthering the school program.
14. Plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.
15. Handles all complaints affecting the school, and with regard to fairness and due process investigates the same when facts seem to warrant and refers to the immediate supervisor when appropriate.

SCHOOL PRINCIPALS - K-12 (continued)

Major Duties and Responsibilities (continued)

16. Is responsible for safeguarding and accounting for all funds collected at the school.
17. Serves as a district officer in communication between central administration and teachers and classified employees in the schools, and interprets and implements district policies.
18. Is responsible for keeping the school buildings and grounds in good repair and for regularly inspecting custodial and engineering services, including fire alarm system, storage of combustible materials, and sees that corridors are free of obstructions.
19. Conducts fire drills in the school at least once a month when school is in session and submits a fire drill report to the Assistant Superintendent following each drill.
20. Actively seeks the advice, cooperation or participation where possible of the school's certificated staff on major decisions involving budgeting, staffing, curriculum and discipline.
21. Participates in developing building budget with Assistant Superintendent for Business Services.
22. Performs other reasonable duties as assigned after consultation between School Principal and Assistant Superintendent of Instruction.