



Lompoc Unified School District
1301 N A Street
Lompoc, CA 93436
Phone: 805.742.3300
Fax: 805.735.8452

Title: Elementary Principal

Reports to: Superintendent

Work Year: 209 days

Benefits: Eligible to participate in district medical, dental and vision insurance.

Purpose of Position: Under the direction of the Superintendent, plan, organize, control and direct the instructional programs, operation, plant and personnel for a traditional or dual-immersion elementary school (TK/K-6); assure safe and positive learning environment for the students and staff.

Employment Status: 1.0 Full Time Equivalent

Essential Functions:

- Plan, organize, control and direct instructional activities, special programs and plant operations at a district elementary school.
- Analyze data and develop and implement plans for instructional improvement based on periodic assessment for and of student learning.
- Plan and direct the implementation of staff professional learning in collaboration with the Building Leadership Team.
- Confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement and modify the school's mission, goals, objectives and programs as needed.
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives.
- Direct and participate in a planned program of formal and informal classroom visitations and observations.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements.
- Enforce applicable state and district codes, policies and laws, administer district and school site discipline and intervention policies and safety programs.
- Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Supervise or schedule the supervision of students on campus before and after school, during lunch, recess and other activities; discipline students according to established guidelines.
- Assure the health, safety and welfare of students.
- Coordinate the maintenance and operations of the school plant; assure proper management, maintenance and inventory of materials, equipment, building and grounds.
- Select and lead the Building Leadership Team.
- Attend IEP and other meetings as necessary; respond to and resolve parent, student and staff complaints.

Elementary Principal (continued)

- Perform related duties, as assigned.

Non-Essential Functions:

- Establish, coordinate and maintain communication with community and parent groups, law enforcement and other officials.
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate.
- Update staff on revised policies and procedures and implement changes.
- Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
- Attend, conduct and chair a variety of meetings with faculty, parents and community representatives.
- Represent the school at board, district and community functions.
- Direct the preparation and maintenance of a variety of district, county, state and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and others as directed.
- Direct the maintenance of comprehensive files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.

Working Conditions and Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and function of the job.

- Use strength to lift items needed to perform the functions of the job not exceeding forty (40) pounds.
- Sit, stand and walk for required periods of time.
- Speak and hear.
- Have the mobility to stand, stoop, reach and bend.
- Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Be available to work evenings and weekends and attend periodic meetings and/or travel within and out of the District boundaries.

Environmental Demands:

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions and noise levels.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

Knowledge of:

- Comprehensive organization, activities, goals and objectives of a district elementary school.
- School law administration and applicable sections of California Education Code and other applicable laws.
- State and local curriculum requirements.
- Board and district policies, procedures and regulations.
- Labor relations law and employee contracts.

Elementary Principal (continued)

- State plant facility requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Proficiency in Microsoft Office or equivalent.

Ability to:

- Plan, organize and direct the operations, plant and personnel of an elementary school.
- Organize, direct, evaluate and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical plant, budget, curriculum and instruction and communications and articulation.
- Train, supervise and evaluate certificated and classified personnel.
- Plan and direct the budget and business operations of the school.
- Establish, coordinate and maintain communication with community and parent groups.
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with applicable laws.
- Accurately analyze situations and implement appropriate action plans.
- Complete work with many interruptions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual and regular attendance.

Licenses and Other Requirements:

- Bachelor's degree and five years of successful classroom teaching or comparable experience.
- California Teaching or PPS Credential.
- California Administrative Credential.
- Valid California Class C driver license.

Desirable:

- Bilingual in English & Spanish highly desirable.

FLSA Status:

Exempt

Board Approval:

December 6, 2016