



## **Elementary School Principal K-6**

### **DESCRIPTION**

The site principal is responsible for the administration of the school within the established rules and regulations of the Governing Board and the Office of the Superintendent of Schools. The principal oversees all personnel at the school site. It is the major responsibility of the site principal to assume the instructional leadership of the school staff and to promote the cooperative development of a school program which will best meet the educational objectives of the school district for all learners.

### **QUALIFICATIONS**

- Valid California Administrative Credential
- Valid California Elementary Teaching Credential
- Possession of a Master's Degree or higher
- Evidence of five years successful teaching experience at the K-6 grade level

### **RESPONSIBILITIES (General)**

1. Reports directly to the Superintendent or his designee
2. Works with other principals and District personnel in developing and managing the curriculum and instructional program
3. Responsible for all school programs including instruction, special committees and activities, and building and grounds, at the site to which assigned.
4. Accountable to the Superintendent for the following management procedures:
  - a. Supervision: Applies knowledge and skills of supervision and evaluation to programs and personnel
  - b. Policies, Practices and Procedures: Demonstrates command and knowledge of skills and responsibility in administering, recommending and establishing policies, practices, and procedures
  - c. Decision-making: Demonstrates knowledge and skills of the decision-making process in terms of independent action and effect on others
  - d. Communication: Communicates with Superintendent, District level personnel, and staff regarding relevant matters in a timely fashion
  - e. Interpersonal Relations: Demonstrates responsibility for interacting in a positive manner with persons within the District, attendance area, and community
  - f. Planning: Demonstrates responsibility in designing, implementing, and evaluating major programs and/or procedures to meet the objectives of the school and District
  - g. Physical and Financial Resources: Demonstrates effective utilization and control of physical and financial resources

- h. Creativity: Demonstrates imagination and/or creative ability to identify problems and generate solutions to these problems

### **RESPONSIBILITIES (Specific)**

1. Demonstrates competence in clinical supervision
2. Evaluates certificated and classified staff; recommends permanent status and granting of tenure
3. Submits annual goals, objectives, and management plan
4. Holds regular meetings of staff to communicate policies, solve problems, and appraise the total educational program within the school
5. Develops methods of on-going communication with parents and community members
6. Interviews and recommends certificated and classified staff for employment
7. Assumes other duties and responsibilities as assigned by the Superintendent

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Revised: March 17, 2015