

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **PRINCIPAL, ELEMENTARY**
Department: School Site
Reports to: District Superintendent, Assistant Superintendent of Business & Support Services, Assistant Superintendent of Curriculum and Instruction

SUMMARY:

Provides instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school and district policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- * Manages a building staff.
- * Assigns teachers to classrooms and students to classes.
- * Evaluates performance and effectiveness of programs and staff. Coordinates in-service training for staff.
- * Maintains relations with parents, parent groups, school volunteers and outside agencies.
- * Implements policy and procedure changes from the Board, or the State and Federal level at the building level.
- * Prepares and maintains the school budget, works with Assistant Superintendent of Business and Support Services on budgeting/purchasing.
- * Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- * Works with the District Office personnel to coordinate processes for the effective functioning of the school.
- * Maintains current information on legal/financial developments of educational legislative reforms.
- * Maintains current educational/administrative certificates.
- * Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

A. Curriculum and Instruction

- * Provides for and participates in cooperative efforts by the community, parents, students and professional staff in the assessment of educational needs of the school; assists in the preparation of school goals and measurable educational objectives.
- * Responsible for preparation, evaluation and revision of instructional objectives to assure their harmony with total school goals.
- * Directs and assists assigned staff in carrying out an effective instructional program through conferences, meetings, bulletins, in-service workshops, demonstrations, experimentation, interpretation of guides, and classroom visits.

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- * Responsible for the continuing evaluation of the implementation of instructional objectives.
 - * Responsible for implementation of district course of study.
 - * Responsible for articulation of district programs between grade levels.
 - * Responsible for on-going evaluation, implantation and budgeting of categorical programs.
- B. Staff
- * Responsible for submitting recommendations to the Director of Personnel for staff selection, retention and transfer.
 - * Establishes procedures for staff participation in determining class offerings, teacher assignments and the use of support personnel as assigned.
 - * Promotes a school climate, which elicits optimum staff involvement, creativity, and commitment to school goals and educational objectives as well as to operational procedures.
 - * Promotes and coordinates the activities of assigned personnel; promotes the professional growth of assigned staff through personal counseling, participation in study conferences and committees.
 - * Responsible for personnel evaluations in accordance with the district's uniform guidelines for evaluation and assessment, and recommends appropriate action.
 - * Responsible to develop shared leadership and decision making with staff.
- C. Students
- * Establishes regular channels of student-staff-principal communications.
 - * Includes students in the development and evaluation of curriculum.
 - * Establishes a disciplinary system that aids in maintaining the climate of the school as an educational institution. Assists and supports teachers in modifying student behavior.
- D. Community Relations
- * Establishes procedures to keep the community informed about the educational program, and activities of the school.
 - * Utilizes community resources to further the educational objectives of the school.
 - * Interprets the school program and its curriculum to parents through open houses, personal conferences, and bulletins; promotes greater understanding among community groups of school objectives, accomplishments and problems; represents the school in professional and community groups.
 - * Works closely with SBLT/parent groups in decision-making processes.
- E. Plant Management and Budget
- * Conducts and coordinates an on-going study of building needs.
 - * Establishes procedures for staff participation in the allocation and utilization of plant.
 - * Demands immediate action from the staff when critical problems arise.
 - * Refers maintenance problems to appropriate district personnel.
 - * Develops financial plans and budget in cooperation with district personnel that support the achievement of the goals and objectives.

SUPERVISORY RESPONSIBILITIES:

Manages employees at the elementary site. Is responsible for the overall direction, coordination, and evaluation of this unit.

Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Administrative Credential, Teaching Credential, with five years teaching experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

Administrative and Teaching Certificates, with elementary school emphasis.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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, sit, talk and hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.M.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.