

MORGAN HILL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: Elementary School Principal

GENERAL DESCRIPTION: Under the direction of, and reporting to the District Superintendent or designee, the Elementary School Principal shall be responsible for all aspects of the management and operation of the elementary school. The Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff. Through the Principal's leadership, all staff will recognize that the sole purpose of the school's existence is the students and the focus of all decisions should be predicated on that precept. The Principal operates within the framework of District policies adopted by the Board of Education, the legal requirements as stipulated in the *Education Code*, the *California Code of Regulations, Title V* and the rules and regulations of the State Department of Education.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Implements the appropriate actions delineated for the school as part of the District's long range goals and curriculum design and delivery.
- b. Promotes with all staff the valuing of every student's right to be treated with dignity and respect.
- c. Promotes with all students the valuing of every staff member's right to be treated with dignity and respect.
- d. Responsible for all school employee evaluations; includes valid and constructive suggestions for improvement of instruction and follows through with those suggestions.
- e. Coordinates and provides direction/supervision for the school's cocurricular and extracurricular activities which include but are not limited to:

Student Activities
Field Trips
Performing Arts
Assemblies
School Publications
Student Fund Raising

- f. Maintains ongoing communication with faculty and staff to develop solidarity and support for the school and District's long-range goals as well as day-to-day operations.

2. Curriculum

- a. Ensures high quality curriculum design and delivery.
- b. Helps to develop, implement and evaluate all curriculum and matters related to the instructional program.
- c. Coordinates curriculum development with instructional staff and parents. Cooperates in District-wide articulation efforts.
- d. Provides for an ongoing process of assessing student needs.

- e. Participates with staff and other principals to plan and design appropriate staff development.
- f. Demonstrates leadership and support of the educational and administrative philosophies of the District.

3. Community Relations:

- a. Serves on the appropriate committees and organizations to assure the interests of the school are properly represented.
- b. Establishes and maintains effective working relationships with students, parents, community members, outside agency personnel and other interested school stakeholders.
- c. Serves as school and District representative to the home and school club and school site council.

4. Finance:

- a. Maintains the accuracy and integrity of the school budget.
- b. Assures proper use and distribution of monies generated through block grant, categorical programs, special projects, and grant funds.
- c. Secures additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- d. Facilitates an understanding of the school budget with staff and community.

5. Personnel:

- a. Promotes positive staff morale and commitment.
- b. Acknowledges accomplishments of colleagues and subordinates.
- c. Respects and maintains professional confidences.
- d. Uses appropriate professional channels for communicating personal/professional concerns.
- e. Demonstrates collegial and organizational loyalties.

6. Professional Obligations:

- a. Strives to improve management and administration skills and abilities.
- b. Keeps aware of educational/personnel trends and developments and employs such information in the school program.
- c. Maintains professional association memberships and represents the school/District on professional committees.
- d. Works closely and cooperatively as a member of the District management team.

7. Authority and Functions:

Provides direction and makes assignments for the school staff including certificated and classified personnel.

8. Chain of Command:

Reports directly to the Superintendent of Schools, or designee, annually regarding the progress of the school in achieving yearly goals, including comparisons to baseline data as approved by the District Superintendent.

9. Education:

- a. Holds Master's or a Doctorate from an accredited university.
- b. Has successful experience or high quality preparation in curriculum design, e.g., developing curriculum, articulating curriculum, and coordinating curriculum within the elementary school.
- c. Has successful experience or high quality preparation in overseeing the delivery of curriculum, e.g., high quality instruction coordination of curriculum within and across grade levels.
- d. Has successful experience or high quality preparation in use of feedback data in the improvement of the design and delivery of curriculum and education programs.
- e. Has successful experience dealing with students' behavior and conduct, specifically in the area of conflict resolution.

10. License or Certification:

Holds or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.

11. Employment Standards

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

Adopted: August 18, 1997