

Oak Grove School District

JOB TITLE: Small School Principal

SALARY RANGE: A (2)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, administer, and direct general operations and educational programs of an assigned school. Employees in this job class receive overall direction from a Superintendent within a broad framework of policies and objectives. Employees in this job class direct, coordinate, supervise, and evaluate the work of others. This job class exercises responsibility for the planning, implementation, evaluation, and improvement of the school's instructional programs and activities and for the management of school operations and facilities. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

TYPICAL DUTIES

- Provides professional leadership and guidance for the planning, implementation, evaluation, and improvement of the school's instructional programs and activities
- Exercises general authority over school operation and responsibility for the enforcement of all regulations governing the conduct of public schools
- Supervises the maintenance of personnel records, pupil accounting records, business records, and other records as required by law or District policy
- Provides for the development and operation of a program for in-service education and training for employees of the school
- Recommends improvement of school facilities as needed to ensure student safety and enhance the educational program
- Directs the preparation and administration of the school budget, including fiscal management of on-site categorical programs
- Serves as an information source to parents and the community regarding school programs and activities
- Screens job applicants and recommends the employment of school personnel consistent with District regulations and affirmative action goals
- Assigns, supervises, and evaluates the work of school site employees; provides evaluative data upon request for employees directly supervised by others
- Prepares a variety of reports as requested by the Superintendent
- Assures compliance with applicable federal, state, and district regulations by school personnel
- Interprets Board Policies and Administration Regulations to students, school staff and community members
- Promotes appropriate communication within the school and with other District personnel
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Possession of a valid California administrative credential
- Knowledge of program development, and evaluation methods, techniques, and practices
- Knowledge of federal, state, and district laws, regulations, and policies related to school programs and operations
- Knowledge of budget planning and administration
- Knowledge of personnel evaluation methods, techniques, and practices
- Knowledge of proper management and supervisory techniques and methods
- Skill to interpret, apply, and enforce federal, state, and district laws, regulations and guidelines
- Skill to maintain, analyze, and interpret data and to prepare necessary reports
- Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives
- Skill to direct, coordinate, supervise, and evaluate the work of others
- Skill to identify problem areas or situations, secure relevant information by relating data from different sources, and make appropriate decisions based on logical assumptions and sound reasoning
- Skill to communicate effectively in both written and oral forms
- Skill to motivate others in the common accomplishment of stated goals and objectives
- Skill to establish and maintain effective work relationships with those contracted in the performance of required duties

DESIRABLE EXPERIENCE

- Elementary Principal school experience
- Demonstrated knowledge of curriculum and instructional strategies
- Bicultural heritage
- Bilingual (Spanish or Vietnamese)