

# **BUENA PARK SCHOOL DISTRICT**

## **ELEMENTARY SCHOOL PRINCIPAL**

### **DEFINITION**

Under the direction of the Superintendent, to serve as the chief administrative officer of an elementary school facility; to direct the formulation and implementation of operational procedures pertaining to an elementary school site; to plan, develop, and implement instructional objectives and designs and procedures to evaluate program effectiveness; to assist in the planning, development, and conduct of staff development and training programs; to plan, develop, and carry out public and community relations programs and activities; to do other related functions as directed.

### **EXAMPLES OF DUTIES**

Serves as the instructional leader and operational manager of an elementary school facility; plans, designs, and conducts follow-through strategies pertaining to curriculum development and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community; plans, develops, organizes, conducts, and maintains performance evaluation information systems designed to ensure that site goals and objectives are achieved and that all levels of staff adhere to district, state, and national educational standards and goals; plans, develops, organizes, and administers support systems which provide optimal educational opportunities for elementary age pupils; reviews, evaluates, requisitions, purchases, and allocates instructional supplies, materials, and equipment; confers and consults with school and district personnel, parents, and pupils pertaining to educational and behavior management problems and alternative problem solutions; directs, supervises, observes, assesses and evaluates site personnel performance; establishes and maintains a positive team building and team management systems; confers with instructional and support personnel in developing alternative problem solutions to unusual or unforeseen problem areas; participates in budget planning activities and develops expenditure review and control procedures to ensure a cost beneficial and cost effective operational mode; assumes a leadership role in functions and activities of site and district goals and objectives and the strategies utilized for achieving them; participates in the planning, development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements; supervises, directs, and coordinates the assignment of instructional personnel and student classroom assignments; establishes administrative review procedures to ensure maximum utilization of monetary and human resources and to ensure the implementation of near, mid and long-term result priorities; coordinates student and family assistance programs with local social services and youth services agencies; plans, develops, and provides management reports pertaining to the functions, activities, and general educational climate; confers with site personnel in resolving rights disputes which may include the conduct of formal hearing processes; assists in the conduct of effective and efficient personnel management systems including the recruitment, selection, retention, and separation of personnel; may be responsible for managing, monitoring, and evaluating specially funded programs including pre-school, fee based programs, grant funded programs, and head start programs to ensure compliance with funding agency standards and guidelines.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles, techniques, strategies, goals, and objectives of public education.

Philosophical, economic, and legal aspects of public education;

Procedures, methods, and strategies or organization, management, and supervision.

Modern innovative and creative curriculum and instructional trends for the elementary age child.

Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.

Results and performance evaluation techniques pertaining to program and personnel performance effectiveness.

Human relation strategies, conflict resolution strategies, and team building principles and techniques.

**BUENA PARK SCHOOL DISTRICT  
ELEMENTARY SCHOOL PRINCIPAL**

Page 2 of 2

**Ability to:**

Direct, lead, and coordinate the multifaceted functions and activities of an elementary school.  
Demonstrate effective instructional, organizational, and administrative leadership.  
Analyze problems, determine alternative solutions, and make appropriate and effective decisions.  
Communicate effectively in oral and written form.  
Plan, develop, and maintain effective organizational and community relationships.  
Perform essential functions of the job with or without reasonable accommodation.

**EXPERIENCE**

Five years of successful elementary teaching experience plus the successful completion of a comprehensive administrative internship training program.

**EDUCATION**

Possession of an earned master's or higher degree from an accredited college or university in educational administration, instructional technology, or a closely related field.

**CERTIFICATION REQUIREMENT**

Possession of a valid California credential authorizing service as an elementary school principal.

**LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator's License.

**CONDITION OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.