

Alameda Unified School District
2200 Central Avenue
Alameda, CA 94501

JOB DESCRIPTION

TITLE OF POSITION

Principal (K-5)

QUALIFICATIONS

The general qualifications and credential of a teacher in the state.
At least 5 years successful teaching experience.
A valid California Administrative Credential.
A Master's Degree from an accredited institution.
A minimum of 2 years experience in a position requiring management or supervisory skills

REPORTS TO

Superintendent

SUPERVISES

All personnel serving in assigned school.

JOB GOAL

By use of leadership, supervision, and administrative skills, to manage assigned school so as to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES

Administers the operation of the school and supervises the school's educational program.

Establishes and maintains an effective learning climate in the school.

Exerts leadership in the adaptation of the general program of education for the schools to meet the peculiar needs of the community served.

Develops, administers, and coordinates any ancillary program that enhances individual learning opportunities for students of the school.

Directs the activities of the school staff in the performance of their duties.

Evaluates the performance of all assigned personnel

Establishes guidelines for proper student conduct and discipline procedures.

PERFORMANCE RESPONSIBILITIES cont'd

(Principal K-5 Page 2)

Assumes responsibility for the general health and welfare and attendance of students.

Coordinates or supervises such support services as necessary to administer effective programs.

Assumes leadership in the direction of the school's extracurricular activities.

Administers the school's decentralized budget and monitors expenditures of funds.

Develops a program of public relations in order to further the community's understanding and support of the educational program, and utilizes all resources of the school system and the community in developing the most effective educational program.

Manages and assumes responsibility for the safety and administration of the school plant including supervision of fire drills and an emergency preparedness program.

Participates in such meetings, special functions or school events as are required or appropriate.

Implements Board policies and administrative rules and regulations relating to the school.

Promotes and encourages professional growth of self and staff.

Performs other related tasks as requested by the Superintendent

WORK YEAR

206 days

EVALUATION

By the Superintendent