

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL-ELEMENTARY SCHOOL

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct educational operations, activities and services at an assigned elementary school including curriculum, and instructional programs, processes and procedures; allocate, direct and monitor resources for optimal student academic achievement and behaviors; supervise and evaluate the performance of certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct educational operations, activities and services at an assigned elementary school including curriculum, and instructional programs, processes and procedures; provide instructional leadership, formulation implementation and evaluation of instructional programs to meet the needs of diverse learners.

Supervise and evaluate the performance of certificated and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assure proper contract management including knowledge of the content of the contracts with various employee groups; direct the development and implementation of staff development activities for faculty and administrators.

Develop and implement plans and procedures for student and staff health and safety, including maintaining high standards of student conduct; direct the implementation and observance of Board policies.

Allocate, direct and monitor resources for optimal student academic achievement and behaviors; assure adequate personnel, instructional materials and resources to meet program and service needs.

Coordinate and direct communications, programs, services and information between administrators, faculty, staff, outside organizations, the public and various governmental agencies; assure proper and timely resolution of student, administrative, parent, staff, faculty and public issues, conflicts and complaints; monitor, analyze and adjust activities in response to student needs and progress.

Provide for community involvement through participation in parent groups, informing parents and community members of school activities, working with civic and community groups, and attending and conducting special activities.

Monitor and evaluate programs and services for educational effectiveness and operational efficiency; respond to administrative, staff and public input concerning educational needs; oversee the development and implementation of programs, services, policies and procedures to enhance educational effectiveness, operational efficiency and capacity to meet student needs.

Analyze and review budgetary and financial data; assure proper site allotment of Title I, LCAP, Title

II, lottery, and student body funds; control and authorize expenditures in accordance with established limitations.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, services, students, budgets, incidents, safety plans, school accountability, student achievement, personnel, attendance and other assigned duties; assure mandated reports are completed and submitted to appropriate agency in accordance with established time lines and requirements.

Enforce applicable State and organization codes, policies and laws; oversee the administration of site discipline and intervention policies and procedures.

Provide technical information and assistance to the Superintendent regarding school activities, needs and issues; assist in the formulation and development of policies, procedures and programs; assist with developing and implementing Superintendent and other recommendations related to District policies, rules and regulations at assigned school site.

Maintain current knowledge of educational methods, practices and standards related to school operations and related laws, codes, regulations, policies and procedures.

Coordinate, attend and conduct a variety of meetings; present materials and information concerning school operations and related issues, needs and activities; prepare meeting agendas and notes.

Plan and coordinate various school events and assemblies.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of educational operations, activities and services at an assigned elementary school including curriculum, and instructional programs, processes and procedures.

Curriculum standards, interpretation and application in an elementary school.

Local, State and federal standards and requirements governing school site operations.

District policies and procedures concerning student discipline.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of District students.

Comprehensive organization, activities, goals and objectives of assigned programs and services.

Instructional techniques and strategies related to elementary school programs and services.

Principles, practices and procedures involved in the development and implementation of educational programs, services, goals, objectives, plans, strategies, standards, projects, processes and procedures.

Oral and written communication skills.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:

Plan, organize, control and direct educational operations, activities and services at an assigned elementary school including curriculum, and instructional programs, processes and procedures.
Allocate, direct and monitor resources for optimal student academic achievement and behaviors.
Supervise and evaluate the performance of certificated and classified personnel.
Oversee the development and implementation of school programs, services, schedules, goals, objectives, plans, strategies, standards, projects, processes and procedures.
Investigate and resolve student, parental, administrative and staff issues, conflicts and complaints.
Provide consultation and technical expertise concerning educational programs and services.
Assure adequate personnel, instructional materials and resources to meet educational needs.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in administration or related field and five years of classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Administrative Services Credential.
Valid California Class C Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Occasional evening or variable hours.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to monitor students and read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.

HAZARDS:

Potential contact with dissatisfied or abusive individuals.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017