

JOB DESCRIPTION

TITLE: Principal, Grades K-5

CLASSIFICATION: Certificated

REPORTS TO: Assistant Superintendent, Educational Services

DESCRIPTION:

Serving as the educational leader and chief executive of the school; having responsibility for direction of the instructional program and operation of the school, providing leadership for staff and student activities, leadership in the community, and participating in the educational program of students.

PERFORMANCE RESPONSIBILITIES:

- * Developing and evaluating objectives and school needs as the basis for yearly school-based improvement programs and short-range plans for school improvement.
- * Interpreting and implementing district-approved curriculum programs for individual sites.
- * Developing an effective school administrative organization with clear lines of responsibility and delegation of authority.
- * Developing, coordinating, and directing an effective inservice training program for teaching and classified personnel.
- * Supervising and evaluating the performance of assigned personnel, complying with district guidelines and parameters, recommending action in cases of substandard performances, and identifying and encouraging teachers with leadership potential.
- * Assigning students to class lists in a manner that encourages optimum student growth.
- * Analyzing periodic appraisals of pupil progress.
- * Developing school plans and organizational procedures for the health, safety, discipline, and conduct of students as established in district procedures.
- * Assisting in planning, coordinating, and evaluating the total program of pupil services, including guidance and counseling.
- * Planning, supervising, and directing the business operation of the school in accordance with district policies and procedures.

- * Assisting in the hiring of personnel for the site.
- * Developing and planning for the most effective use of curriculum materials, instructional supplies, and equipment.
- * Developing and implementing a program of community relations for interpreting and furthering school programs through parent and other community organizations.
- * Ensuring proper maintenance and upkeep of the facility.
- * Performing other duties as assigned.

QUALIFICATIONS:

- * Master's degree (emphasis in Educational Leadership or Organizational Leadership preferred)
- * Administrative credential
- * Five years of successful teaching and/or administrative experience

TERMS OF EMPLOYMENT:

207 days, Management Salary Schedule

BOARD APPROVED 1/24/95

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