

NORTH MONTEREY COUNTY UNIFIED SCHOOL DISTRICT

PRINCIPAL ELEMENTARY

JOB SUMMARY

Under the general direction of the Assistant Superintendent/Educational Services, the school principal serves as the educational leader and chief executive officer of all school operations.

GENERAL FUNCTIONS

1. Assumes primary and direct responsibility for the operation and administration of all school functions.
2. Evaluates the instructional program and initiates strategies for improvement or change.

SPECIFIC FUNCTIONS

3. Assumes direct responsibility for the management of the school by observing, setting objectives consistent with the instructional objectives of the District, selecting the means to achieve these objectives, and evaluating the results.
4. Maintains current information about the level of performance, rate of progress, degree and type of motivation, and the patterns of social interaction for each student.
5. Assumes responsibility for the selection and placement of all teachers in the school in cooperation with the Assistant Superintendent for Human Resources.
6. Supervises and evaluates the performance of all employees assigned to the school in accordance with the District's adopted uniform guidelines for evaluation and assessment, and recommends appropriate action if necessary.
7. Keeps current information on the abilities, values, & plans of all school staff related to their job responsibilities.
8. Utilizes staff skills, knowledge and ideas in designing instructional program objectives, and in consultation with staff, determines changes of type and degree.
9. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
10. Identifies, provides, assigns and coordinates with the Assistant Superintendent for Human Resources inservice growth opportunities for teachers within the school.
11. Serves as a District Officer in communicating between the central administration, teachers, and classified employees in the schools, and interprets and implements district policies in individual

schools.

12. Identifies time to regularly supervise and assist in the improvement of instruction, including direct classroom observation and conferencing with teachers and resource personnel.
13. Establishes committees to advise the Principal on the problems and opportunities, preferences and expectations of faculty and students as they pertain to the needs, structure, and function of the school.
14. Develops and administers an annual school budget reflecting programs offered by the school and maintains a healthy and safe school environment.
15. Recommends the appointment, termination, transfer or promotion of employees in accordance with District policies and administrative regulations.
16. Carries out a program of community relations as a means of interpreting and furthering school programs through the PTA and other community based organizations.
17. Performs such other duties as may be assigned by the Assistant Superintendent for Educational Services.

ORGANIZATIONAL RELATIONSHIPS

18. The Principal is directly responsible to the Assistant Superintendent for Educational Services.
19. Works cooperatively with all other departments and divisions in routine matters designed to insure sufficient operation of the schools.
20. Performs a liaison role with other principals in the District.
21. Works cooperatively with a variety of interested groups and acts as the representative for the school in its relationship with the immediate community.

PREFERRED QUALIFICATIONS

22. An earned Elementary Administration, Secondary Administration, General Administration or Administrative Services Credential or ability to obtain one.
23. Five years of successful teaching experience.
24. Successful leadership experience.
25. Masters Degree desired.

ELEMENTARY PRINCIPAL

Candidate

Interviewer

Rate the candidate's answers on a scale of 0-5, based upon your own subjective judgement, giving 5 points for a "perfect" answer.

Points

1. Please tell us about yourself, focusing on those aspects of your training and experience that most apply to the position of elementary school principal. Comments:

2. Tell us about your concept of shared leadership and describe how you use shared leadership in day-to-day management activities. Comments:

3. How will you evaluate the instructional program of your school and what process would you use to initiate strategies for improvement and change? Comments:

4. Describe the elements of a good reading program for fluent English speakers at the third grade level. Comments:

5. When you observe a lesson, what tells you whether you are seeing: a good instructional program? A well-managed classroom? Comments: _____

6. A parent requests a transfer for her first grade child from one classroom to a different class. How would you make the decision as to whether the student will be transferred? Comments: _____

7. What should a good science curriculum for fourth grade students include? Comments: _____

8. How would you develop a school-wide discipline plan? Who would you involve in helping to develop the plan? What would you do prior to implementing it? Comments: _____

9. A parent complains that her child, who is a high achiever, is being back academically because she spends time helping other students in cooperative learning activities. How might you handle her concern? Comments: _____

10. Describe a good bilingual education program for a school that serves students in grades K-5. Comments: _____

11. Many Latino students in your school are being bussed from a community over six miles away. What kinds of things might you do to stimulate the involvement of their parents in the school? What might you do to assure that they are welcomed by Anglo parents? Comments: _____

12. How should technology be used in a K-5 elementary school by students? By staff? Comments: _____

13. What kinds of activities would you include in a plan to improve public opinion regarding your school? Comments: _____

14. Disaster preparedness is always a concern. What elements would you include in an elementary school disaster plan? What would you do with students to prepare them to respond to a report of a hostile intruder on campus? Comments: _____

15. Rate the candidate's demeanor and your perception of how he/she would "fit" at Prunedale or Elkhorn. This is your subjective judgement of the candidate. Comments: _____

Total Points Awarded: _____