

PRINCIPAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To serve as instructional leader and chief executive of the school; to assume responsibility for the administration of school and district initiated programs involving curriculum, budget, operations, guidance, students and staff; to coordinate assigned activities with other school sites, the District office and the community; and to provide responsible and complex administrative support to the Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Received general administrative direction from the Superintendent.

Exercises direct supervision over certificated and classified employees.

ESSENTIAL FUNCTION STATEMENTS-*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume responsibility for administering, directing and managing school and district initiated programs involving curriculum, budget, operations, guidance, students and staff.
2. Manage the development and implementation of goals, objectives, policies, and priorities.
3. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Participate in the development and implementation of district approved curriculum programs; provide, assign and coordinate in-service training for staff to ensure uniform implementation.
5. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Plan, manage and supervise school business operations; administer budget within district guidelines, policies and procedures; monitor and approve expenditures.
7. Develop and administer school plans and organizational procedures, including student activities and discipline procedures; promote a healthy and safe student learning environment; ensure compliance with established District policies and procedures.
8. Plan, coordinate and evaluate the total program of pupil services, including guidance and counseling; participate in a variety of meetings monitoring student behaviors, including I.E.P. and Student Study Committee.

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9. Oversee and direct the use of curriculum materials, instructional supplies, equipment, building facilities, school grounds and community resources; approve use of school facilities.
10. Represent the school to the District office, outside agencies and the community; maintain effective community relations.
11. Maintain effective communication with parents; provide information of new policies and procedures in the District; meet with parents; review student progress or behavior problems as appropriate.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in school curriculum and education administration.
13. Respond to and resolve difficult and sensitive inquiries and complaints from parents and the general community.
14. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public school.

Curriculum.

Standard and alternative learning theories.

Instructional techniques.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of budget administration and monitoring.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Education code and District policies.

Ability to:

Plan, organize, direct and coordinate the work of certificated and classified staff.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the assigned school.

Identify and respond to community and District issues, concerns and needs.

Develop and administer District and school goals, objectives and procedures.

Prepare clear and concise reports.

Administer and monitor the budget.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

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Research, analyze, and evaluate new instructional methods and techniques.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of responsible teaching experience, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in education, education administration, social work or a related field.

License or Certificate

Possession of an Administrative Credential issued by the State of California.

11/9/94