

CARDIFF SCHOOL DISTRICT
ADA HARRIS ELEMENTARY SCHOOL PRINCIPAL

DEFINITION:

The site principal is the instructional leader of the school. As instructional leader, the principal defines and communicates the educational vision, manages curriculum and instruction, supervises all teaching, monitors student learning, and creates a positive climate in which learning is valued. The site principal is responsible for the administration of the school within the rules, policies, and regulations established by the Governing Board, and reports to the Superintendent. This position also includes responsibility for the coordination of various District compliance programs and related documentation.

TYPICAL DUTIES:

1. INSTRUCTIONAL LEADERSHIP

- Establishes a positive school climate
- Knowledgeable about education theory, educational research, curriculum development, and contemporary educational issues
- Knowledgeable about California’s Academic Content Standards
- Utilizes a variety of sources of data to assess the effectiveness of the instructional program, including analysis of student performance data, and frequent, ongoing implementation of observations in classrooms
- Through a variety of strategies, assists staff in the implementation of a systematic approach to continuous improvement of the site educational program
- Actively supports the District’s vision and goals
- Design and implement professional development strategies to improve student achievement and address site/district curriculum goals/priorities
- Collaborates in the development of, and implements the goals of the District’s Strategic Plan
- Supports and refines the school-wide student discipline program to support student achievement
- Knowledgeable about state and federal education laws, including those regarding special education and Section 504 of the Americans with Disabilities Act
- Knowledgeable about effective instructional strategies for special needs students including special education students, English Language Learners and high performing students

2. PERSONNEL MANAGEMENT

- Evaluates certificated and classified employees in a competent, meaningful and timely manner
- Motivates and inspires staff to work collaboratively as a team
- Promotes a school culture of continuous reflection and improvement, including site programs, the educational process and student achievement
- Involves staff in decision making appropriate to the situation
- Guides the school site hiring process

3. COMMUNITY RELATIONS AND INVOLVEMENT

- Demonstrates ability to create a friendly learning environment that makes children, parents, staff, and the community feel welcome
- Skillfully and appropriately involves parents and community in school activities
- Encourages parents to participate in Cardiff SEA, School Site Council, and ELAC/DELAC committees and activities
- Provides parent education opportunities as appropriate to enhance and extend student learning beyond the school day
- Assists parents with enrollment information

4. COMMUNICATIONS

- Is warm, enthusiastic, and has a sense of humor
- Establishes and maintains highly effective oral and written communications with all stakeholders
- Communicates District/site program information to parents, staff and students in a timely manner
- Provides weekly news updates to parents
- Encourages web-based communication with all stakeholders
- Uses proactive strategies to regularly communicate the accomplishments of staff/students to parents and community
- Has the personal security and integrity necessary for healthy acceptance of a variety of different points of view

5. BUDGET, PLANT, AND SAFETY MANAGEMENT

- Practices sound budgetary management at school site
- Uses established business practices as described by auditors, business manager, and superintendent
- Insures that the school plant is safe, clean, attractive and conducive to a high quality instructional program
- In conjunction with the District Superintendent, effectively manages the school site custodial/maintenance program
- In conjunction with the District Superintendent, effectively manages the school site safety program (including supervision)

6. FUNCTIONS AS A MEMBER OF THE DISTRICT'S LEADERSHIP TEAM

- Works cooperatively with District and site personnel
- Supports and carries out Board/Superintendent directives/policies
- Attends and participates in District professional development and Leadership Team activities
- Provides leadership for District-wide curriculum and instructional development
- Coordinates the English learner program for the District
- Coordinates the State testing program for the District
- Carries out other site and District level responsibilities as assigned by the Superintendent
- Recognizes the importance of and cultivates mutual trust and respect among the Board, administration, staff and community

QUALIFICATIONS:

- Masters Degree Required
- Must hold valid Teaching and Administrative Credential
- Must have a strong record of instructional leadership as a teacher and as an administrator
- Previous experience as a Principal or Assistant Principal desired
- Must possess outstanding oral and written communication skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.