LAWNDALE ELEMENTARY SCHOOL DISTRICT
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION

PRINCIPAL

Department/Division:	**School Site**
Reports To:	**Superintendent or designee**
Provides Direction To:	**All School Site Staff**
Classification Status:	**Certificated Management**
Date Prepared:	**February 27, 2025**
Board Adopted:	**March 6, 2025**

ADMINISTRATIVE RELATIONSHIPS:

A certificated management position directly responsible to the Superintendent.

REPRESENTATIVE DUTIES:

The Principal; assumes responsibility for leadership of the school, providing direction and coordination for various phases of the education and business functions at the school with specific emphases on the following:

- Provides leadership for and facilitates collaboration with all stakeholders on setting key objectives for learning, and monitors and assesses progress toward meeting the objectives. Develops the school's Single Plan for Student Achievement, allocating resources equitably to improve student outcomes.
- Provides supervision, guidance, and assistance in developing effective instructional practices and curriculum that are culturally relevant and responsive to the language, social, and academic needs of all student subgroups, including English learners, foster and homeless students, students with disabilities, and gifted and talented students.
- Provides effective professional development and training for all instructional staff to improve student outcomes.
- Directs the school's strategy and best placement of students in accordance with the District's English Learner Master Plan and as appropriate for desired student outcomes.
- Evaluates the performance of certificated and classified personnel assigned to the school site.
- Collaboratively creates and implements a plan for School-wide Positive Behavioral Interventions and Supports (PBIS) that teaches staff and students about positive behavior, and how students set goals and monitor their own behavior.
- Counsels students, recommends and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
- Organizes and implements a "Safe School Plan" and complies with mandated child abuse reporting procedures.

- Maintains positive public relations and outreach efforts to increase contact with parents and community groups.

- Serves as a resource for and liaison to the stakeholders of the school community.
- Ensures the maintenance of a clean physical environment that is conducive to good health and safety.
- Interprets and implements state laws, Board of Education rules, policies, procedures, restructuring and reform efforts, collective bargaining agreements, and negotiated contracts.
- Prepares school budgets and is responsible for the monitoring of expenditures of all school funds in accordance with federal, state, and district guidelines.
- Organizes and is responsible for student extra-curricular activities and fundraising events.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Knowledge of and ability to apply the California Education Code, District policies and operating procedures, consent decrees, collective bargaining agreements, and negotiated contracts on elementary or secondary education.
- Knowledge of current elementary or secondary instructional programs and curriculum.
- Ability to organize and direct an educational program that provides for the social, emotional, and intellectual development of the elementary student, pre-kindergarten through grade six or grade six through eight (ages 3-15).
- Capacity to lead, direct, develop, supervise and evaluate teachers and staff.
- Ability to promote and provide opportunities for recognition, development, and leadership among students, staff, parents, and colleagues.
- Understanding of and sensitivity to diversity in the school community and knowledge of District resources and instructional materials related to diversity.
- Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
- Knowledge of and skill in effective budgetary processes and school finance.
- Leadership skill in facilitating group processes, including collaboration, consensus building and conflict resolution.
- Ability to make formal, public presentations.
- Ability to compose and comprehend written communication.
- Ability to observe subordinates' activities.
- Ability to travel to other sites/locations.
- Mobility to traverse all areas of all work sites.
- Mobility to respond quickly in an emergency situation.
- Ability to cope with crisis situations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduate training including Master's Degree and a minimum of five years successful teaching and/or counseling experience preferably in lower, middle and upper grades.

LICENSES AND OTHER REQUIREMENTS:

- Valid teaching and administrative credentials
- Minimum of five years related teaching experience
- Valid California driver's license
- Documented leadership abilities and skills in roles previously held at district and school site levels

WORKING CONDITIONS:

ENVIRONMENT

District Office and school site environment; subject to attending meetings and driving to various schools to conduct work.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job classification, the employee is regularly required to hear and speak to exchange information and to make presentations; sitting or standing for extended periods of time; and seeing to read, analyze and review complex information**;** use written and oral communication skills. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, and/or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Mental Demands

Demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students, parents, and others encountered in the course of work. Establish and maintain cooperative relationships throughout the work environment. Learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including students and parents. Some stress may be encountered while performing the duties of this position.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.