

## **Administration**

### **ELEMENTARY PRINCIPAL**

#### **Position Description**

Under the direction of the Superintendent, the Principal serves as the chief executive of the school. Responsibilities include but are not limited to: planning, organizing, and directing the total operation of the site, evaluating personnel and the instructional program, and budgeting. An effective Principal will facilitate students, teachers, parents, and the local community in building a school environment that maximizes 21<sup>st</sup> Century student learning, assures academic performance aligned to the Common Core State Standards, and fosters positive social growth with students.

#### **Examples of Professional Responsibilities**

##### Communication

- Seeks and encourages honest and open communication from all stakeholders: parents, students, teachers, classified staff, administration, and the community.
- Communicates effectively to bring all stakeholders together in pursuit of the District's commonly shared vision.
- Communicates regularly with all members of the District, school site, and community regarding student achievement, curriculum, instruction assessment, development, and professional learning.
- Communicates to ensure the effective and quick resolution of conflicts.
- Fosters collegiality and team building among staff members. Encourages their active involvement in the decision making process.

##### Curriculum, Instruction and Assessment

- Facilitates and uses data driven instruction to ensure students move toward attainment of grade level Common Core State Standards.
- Visionary skills to provide instructional leadership to staff including planning, review and implementation of 21<sup>st</sup> Century Learning Skills, differentiated instruction, response to instruction/intervention, technology, and PBIS, to ensure students are receiving instruction to meet their individual learning needs and every student is engaged.
- Budgets and provides research-based supplemental instructional materials, instructional supplies, and equipment.
- Maintains a culture of high expectations for student growth and achievement.

##### Supervision and Evaluation

- Supervises and evaluates the capabilities of all site personnel and designs professional learning to improve 21<sup>st</sup> Century instruction, in accordance with District policies and procedures.
- Demonstrates critical thinking skills to document and recommend appropriate action in cases of substandard staff performance while following District guidelines.

## **ELEMENTARY PRINCIPAL (continued)**

- Identifies and coaches individual teachers to ensure building leadership capacity.
- Demonstrates evidence of active participation and leadership in professional learning and development.

### Organizational Leadership

- Complies with all District policies and state and federal laws and regulations affecting schools.
- Leads collaboratively, and develops with school staff the plans and organizational procedures for the health, safety, discipline, and conduct of students as provided for in District policies and regulations.
- Mutually plans, supervises, and utilizes the school budget while developing the single school plan with staff and school site council in accordance with District policies and procedures.

### Other

- Keeps informed on the latest research, trends, and developments in all areas of education and interprets for staff if necessary.
- Serves as an active member of the Educational Leadership Team.
- Reacts to change productively and handles other tasks as assigned.

## **Supervision Exercised or Received**

The Principal is directly responsible to the District Superintendent, within the guidelines of the District evaluation policy. The Principal supervises and evaluates certificated and classified school site staff.

## **Qualifications**

1. Credential: Valid California Administrative Services Credential for K-6, or equivalent.
2. Education: Master's Degree from an accredited college or university.
3. Experience: Five years of successful teaching experience or equivalent, and a minimum of three years in an administrative or leadership capacity. Principal experience preferred.
4. Personal: Possesses mental and physical health and hygiene conducive to the high standards of the District.
5. Knowledge: Of principles, techniques, strategies, goals, and objectives of public education; philosophical, economic, and legal aspects of education; procedures, methods, and strategies of organization, management, and supervision; Common Core State Standards (CCSS), 21st Century skills and instructional strategies regarding the elementary age child; curriculum development, professional learning communities, assessment and

**ELEMENTARY PRINCIPAL (continued)**

evaluation; result and performance evaluation techniques pertaining to program and personnel performance effectiveness, human relations strategies, conflict resolution strategies, and team building principles and techniques.

6. **Ability:** To work as part of an Educational Leadership Team focused on the District's strategic plan and goals, to lead school improvement and initiate change where needed to create a high-quality teaching and learning climate and culture, to direct, lead and coordinate multifaceted functions and activities of an elementary school facility; to analyze problems, determine alternative solutions, and make appropriate and effective decisions; communicate effectively in oral and written form; ability and desire to build and maintain effective relationships with children, parents, community and staff, to comply with the District's customer service standards, as outlined in Board policies.

**Period of Service:** 205 workdays annually

**Salary:** Placement on the Management and Confidential Salary Schedule.

Adopted: June 2001

Revised: April 28, 2013