

CENTRAL UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position: Elementary School Head Teacher (K-6)**Classification:** Certificated**Reports to:** Site Administrator**Range:** Certificated Salary Schedule

SUMMARY

To assist the principal in pupil supervision, attendance problems, discipline problems, public relations, school plant management, and in other functions as assigned.

SPECIFIC RESPONSIBILITIES

1. Assumes duties of principal in his absence.
2. Formulates duty schedules.
3. Supervises pupils in all types of non-classroom activities such as lunchtime, sports activities, and field trips.
4. Organizes and supports Student Council activities.
5. Assists in making inventories of books, athletic equipment, and audio-visual equipment.
6. Assists the administration in pupil discipline matters.
7. Assists the principal with supervision and evaluation of staff members.
8. Assists with registration and placement of new pupils.
9. Assists with purchasing and budget control procedures.
10. Handles transportation problems.
11. Assists in conducting grade level or team meetings with teachers.
12. Administers the state mandated testing program.
13. Assists in handling parent conferences.
14. Assists teachers in preparation of psychological referrals.
15. Maintains attendance records.
16. Confers with parents on a variety of topics.
17. Attends PTA Executive Board Meetings.
18. Prepares parent bulletins, letters, notices, etc.
19. Confers with representatives of police, fire, probation and welfare departments.
20. Assists the principal in planning for the safe and efficient operation of the school plant.
21. Performs other duties as assigned.