MT. DIABLO UNIFIED SCHOOL DISTRICT

PRINCIPAL, ELEMENTARY SCHOOL

Primary Function

Serves as educational leader and administrator of the elementary school. Is responsible for the direction of the instructional program, operation of the school plant, staff performance and professional development, student activities, safety and security of staff and students, and parent/community relations.

Directly Responsible To

Assistant Superintendent, Elementary Education

Supervision

Supervises and evaluates assigned certificated and classified staff.

Major Responsibilities

1. Takes leadership in creating healthful human relationships which will provide a suitable climate for learning and teaching.

2. Develops with the community and the school faculty, a clear statement of instructional goals and/or objectives for the school consistent with the established educational goals of the district.

3. Assists teachers to establish standards of expected progress for individual students in designated areas of study, and techniques for assessment of that progress, based upon district standards.

4. Cooperates with district administrative and supervisory personnel in curriculum development, articulation, research activities, student personnel problems, testing programs, and official reports.

5. Works cooperatively with other school and district administrators in the development of a coordinated program for students; coordinates supplemental programs at the school.

6. Provides for the evaluation of all personnel assigned to the school according to the district guidelines and procedures.

7. Makes recommendations regarding the selection, retention, and promotion of personnel assigned to the school.

8. Develops and maintains effective communication systems with staff, students, parents and the community.

9. Encourages the participation of volunteers and supervises their activities.

10. Administers the rules and regulations set down by the Board of Education and the district administration.

11. Establishes practices and procedures consistent with the provisions of the California Education Code, district policy, and related codes.

12. Provides for the delegation of responsibilities to a member of the staff when absent from school.

13. Assists the school faculty in professional development.

14. Orients and provides support to new faculty members.

15. Works with school personnel to implement, assess, and upgrade the instructional program.

16. Develops, implements, and evaluates procedures with respect to staff and pupil placement within the school.

17. Develops and implements a school wide discipline policy in accord with district guidelines; communicates the discipline policy to parents and the school community.

18. Provides for appropriate procedures which will insure proper supervision of children in the school, on the playground, and on the school bus before, during, and after school hours.

19. Establishes and implements emergency procedures.

20. Administers and conducts Student Study Team, IEP and related processes.

21. Supervises attendance within the school.

22. Requires that complete and up-to-date cumulative records are kept in accordance with the California Education Code and district policies.

23. Is responsible for the appropriate utilization of staff and special programs to meet the individual needs of students.

24. Manages resources effectively and appropriately including revenues and expenditures, personnel, facilities and equipment.

25. Seeks sources of outside funds; may coordinate fund raising or grant writing activities.

26. Encourages suitable and adequate student activities and organizations in the school, to develop the varying interests and abilities of the students, and provides for the supervision of such activities and organizations.

27. Administers the provisions of the collectively bargained agreements.

28. Works cooperatively with the district administration to interpret general school and district policies and programs to the community.

29. Remains aware of local community sentiment and acts as a liaison between the local community, on the one hand, and the school and the District, on the other hand.

30. Works cooperatively with appropriate agencies and organizations in the community.

31. Encourages and fosters close relationships between the school staff and the parents.

32. Coordinates and monitors the usage of school facilities and grounds by school and community groups.

33. Is on the school premises before, during and after school hours, unless absent on school business or with the knowledge and permission of the district administration.

34. Attends job-related meetings and activities specified by the Assistant Superintendent, Elementary Education.

35. Performs additional duties assigned by the Assistant Superintendent, Elementary Education, as an adjunct to regular stated duties.

36. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Ability to exhibit the qualities of leadership essential to the successful administration of elementary school.

2. Ability to work with pupils and adults in a supervisory capacity.

3. Ability to exercise good judgment and tact.

4. Ability to cope with emergency situations.

5. Knowledge of basic elements of instruction.

6. Knowledge of effective employee supervision and evaluation procedures and techniques.

7. Knowledge of curriculum concepts and materials pertinent to an elementary school program.

8. Ability to speak and write effectively.

9. Ability to work effectively with all segments of the educational community and general public.

10. Knowledge of the social, personal, and physical development of children and pre-adolescents.

11. Knowledge of effective and grade level appropriate teaching strategies, curricular programs and materials.

12. Knowledge of effective student disciplinary and control procedures and practices.

13. Knowledge of school district operations and procedures.

Education, Training and Experience

1. Post graduate work in school administration, curriculum and instruction, or a related field.

2. Successful experience as a classroom teacher.

3. Progressively responsible experience in providing leadership in a school or district setting.

4. Possession of an appropriate school administrative credential.