

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: **PRINCIPAL – ELEMENTARY SCHOOL**

REPORTS TO: Executive Director of Elementary Education

SUPERVISES: All certificated and classified staff assigned to the school

JOB GOAL: Under the direction of the Executive Director of Elementary Education, the Elementary School Principal provides leadership, supervision, and administrative skills to promote the educational development of each student. The Principal is responsible for the administration, coordination, and overall operation of the elementary school, ensuring high-quality instruction, positive school culture, and alignment with District goals.

QUALIFICATIONS

Knowledge of

1. Elementary curriculum, instruction, and assessment practices.
2. Effective supervision, evaluation, and staff development practices.
3. Positive discipline, student engagement, and climate-building strategies.
4. Budget administration and decentralized school-site management.
5. Federal, state, and local laws, regulations, and policies relating to TK-5th grade education and student welfare.
6. Parent and community engagement practices.
7. School safety, operations, and special program implementation.

Ability to

1. Provide leadership in establishing and communicating a school vision aligned with District goals.
2. Screen, select, direct, and evaluate certificated and classified staff.
3. Relate to students with mutual respect while maintaining effective discipline.
4. Motivate and support staff, enhance morale, and build teamwork.
5. Communicate effectively with parents, community, and civic organizations.
6. Implement and monitor special programs and school improvement plans.
7. Manage contracts, budgets, and site resources responsibly.
8. Foster professional growth through site- and district-level development programs.
9. Demonstrate flexibility, creativity, and innovation in problem-solving.
10. Establish and maintain cooperative working relationships with diverse groups of people.

Training and Experience:

1. Valid California Administrative Services Credential.
2. Master's Degree or higher from an accredited college or university.
3. Successful teaching and administrative experience in an elementary school setting.
4. Demonstrated knowledge of elementary curriculum and instructional leadership.

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ESSENTIAL FUNCTIONS

1. Provide instructional leadership to ensure effective teaching and learning for all students.
2. Screen, select, supervise, and evaluate certificated and classified staff.
3. Relate to students with mutual respect and maintain a positive and effective discipline policy.
4. Implement and monitor special programs, including academic interventions and enrichment.
5. Administer a balanced budget and oversee site operations.
6. Foster a positive school climate that emphasizes respect, responsibility, and student success.
7. Communicate effectively with parents, staff, community, and civic groups; participate in community activities.
8. Motivate staff performance, promote professional growth, and provide ongoing in-service opportunities.
9. Encourage and support parent involvement to enhance school programs.
10. Ensure school safety through supervision of site operations, facilities, and emergency preparedness.
11. Collaborate with District leadership to align site goals with District mission and core values.
12. Promote high expectations for all students.
13. Maintain accurate records, prepare reports, and present information as required.
14. Perform other related duties as assigned by the Superintendent or designee.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and computer screens.
2. Ability to conduct verbal conversation in English or another designated language.
3. Ability to hear normal range verbal conversations (approximately 60 decibels).
4. Ability to sit, stand, stoop, kneel, bend, and walk.
5. Ability to sit or stand for extended periods.
6. Ability to kneel or squat for extended periods.
7. Ability to climb slopes, stairs, steps, ramps, and ladders.
8. Ability to lift and/or carry up to thirty (30) pounds occasionally.
9. Ability to exhibit full range of motion for shoulders, elbows, back, hips, and knees.
10. Manual dexterity to operate office equipment and technology safely and effectively.

TERMS OF EMPLOYMENT: 212-day work year
Certificated Management

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EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Management Personnel.

Approved by:

Board of Education

Date: 10/14/25

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
IS AN EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY SCHOOL DISTRICT
IS A TOBACCO-FREE, DRUG-FREE WORKPLACE**