CERTIFICATED MANAGEMENT			
Work Location	Roseland School District	**Responsible To**	Superintendent
Work Year	206 days (Mutually planned and agreed to between Superintendent and Principal)	**Hours**	Full-time (8 hours per day)
Salary	Elementary School Principal Salary Schedule	**Benefits**	Eligible for District Benefits (Certificated)

Definition:
Under direction of the Superintendent, serves as the educational leader and chief administrator responsible for the educational program, student achievement and performance, and overall operation of an elementary school; provides leadership in implementing and evaluating curriculum and instructional strategies; participates in staff, student and community activities, organizes, directs, evaluates and supervises assigned certificated and classified staff; assumes responsibility for the implementation and observance of all Board of Education policies and administrative regulations by the staff and students of the school.

Essential Duties and Responsibilities:
Duties and responsibilities may include, but are not limited to, the following:

Leadership of the Instructional Program and Learning Environment:
Directs, coordinates, implements and evaluates instructional programs in accordance with state and federal laws, District regulations and other specially funded program requirements; supervises and maintains accurate records on the progress and attendance of students; monitors and directs proper grade placement of students and preparation of class schedules and assignments.

Management of the Site:
Organizes, assumes responsibility for the safety and overall operation of the school plant; develops and administers the school budgets; assures proper management and inventory of materials, equipment, buildings and grounds; plans and supervises fire drills and emergency preparedness programs; directs the preparation and maintenance of a variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement; identifies with school needs, develops and implements short and long-range plans to improve school operations; attends, conducts and chairs a variety of meetings with faculty, parents and community representatives as necessary for the proper functioning of the school.

Supervision, Hiring, and Training of Personnel:
Participates in the selection of certificated and classified staff to be assigned to the school; assigns, organizes, directs, evaluates and supervises certificated and classified personnel as appropriate to meet school and District objectives; identifies and encourages teachers with leadership potential; assumes responsibility for the proper administration of applicable collective

bargaining agreements; recommends discipline, reassignment or termination action as appropriate, including appropriate documentation.

School Culture and Climate:
Assures the health, safety and welfare of students; plans and participates in extra curricular events and special programs; exercises decisive leadership in crisis and difficult situations; establishes and maintains guides for proper students conduct; builds a positive school environment based on active participation, shared decision-making, and positive communication.

Community Outreach and Involvement:
Develops a program of public relations in order to further community understanding and support of the educational program; meets with parents regarding specific school and student issues; meets and confers with a variety of groups and individuals including parents, representatives, District personnel, courts, law enforcement officials and other authorities concerning individual students and instructional programs.

District Responsibilities:
Participates in the development of District policies and programs; assumes lead responsibility for designated district-level tasks; informs Superintendent of school's activities and programs; serves as communication link between site and District personnel; shares and exchanges information and maintains current knowledge of the educational field.

Supervisory responsibilities:
Supervises and evaluates certificated and classified staff. Assists in the evaluation of itinerant personnel assigned to the school.

Employment Standards

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated experience and expertise in facilitating change; demonstrated competency in the area of school management; experience and expertise in curriculum development; demonstrated experience with English learner students; leadership ability in working and counseling with students, staff, parents and the community; experience and expertise in building collegial relationships throughout the school community; ability to present complex ideas to staff; demonstrated skill in meeting facilitation, conflict resolution and other methods used to reach consensus, ability to work effectively with diverse groups, including parents, staff and administrators; commitment to the concepts of shared decision-making and openness to possibilities for school/district restructuring.

- Ability to prepare complete and concise verbal and written reports.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Education and/or Experience:

- Current California Administrative Services Credential
- Master's or Doctorate degree
- Minimum of three years of successful teaching experience
- Elementary site experience preferred.

Other desirable qualification:

- Bilingual English/Spanish both oral and written.

Licenses and Other Requirements:

- A valid California driver's license, including clean driving record and evidence of appropriate automobile insurance based on DMV regulations may be required. This position requires frequent traveling by the employee's own vehicle to sites and trainings.
- Fingerprint and TB clearance

Physical Demands:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, walking or standing for extended periods of time when performing duties inside or outside the work office may be required.
- Occasional lifting and/or moving up to twenty (20) pounds.
- Subject to bending, reaching and twisting.
- Hearing and speaking to exchange information in person, online and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; manual dexterity to operate business related equipment, handle and work with various materials and objects are important aspects of this job.
- Frequent use of computer, mouse and keyboard.
- The job is performed under minimal temperature variations, is generally a hazard free environment in a clean atmosphere. The noise level in the work environment is usually moderate.

Evaluation:

- The Superintendent shall evaluate and assess in writing the performance of the Elementary School Principal annually for the first and second years of employment and at least every other year thereafter. Said evaluation and assessment shall be reasonably related to the position of the Elementary School Principal for the year in question. The

evaluation format shall be determined by the District but shall at a minimum include staff and personnel relations, educational program and professional leadership development.

- In the event that the Superintendent determines, in the course of the evaluation process, that the performance of the Elementary School Principal is unsatisfactory in any respect, he/she shall describe in writing, indicating specific instances where appropriate, said unsatisfactory performance. The evaluation shall include recommendations as to the areas of improvement in all instances where the Superintendent deems improvement to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Elementary School Principal and the Elementary School Principal shall have the right to make a written reaction or response to the evaluation within ten (10) days from receipt of the evaluation, which shall become a permanent attachment to the Elementary School Principal personnel file. Within 30 days of the delivery of the written evaluation to the Elementary School Principal, the Superintendent shall, if requested by the Elementary School Principal, meet with the Elementary School Principal to discuss the evaluation.

Termination of Contract:
The Elementary School Principal's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

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