

## ONTARIO-MONTCLAIR SCHOOL DISTRICT

### PRINCIPAL, ELEMENTARY

#### **DEFINITION**

Under professional direction of the Superintendent and/or Assistant Superintendent, to serve as the chief administrative officer of an elementary school facility; to direct the formulation and implementation of operational procedures and practices; to plan, develop, and implement instructional objectives and designs, and implement procedures to evaluate instructional program effectiveness; to assist in the planning, development, and conduct of staff development and staff training programs; to plan, develop, and carry out public and community relations programs and activities; and to do other related functions as directed.

#### **EXAMPLE OF DUTIES**

- Serves as the instructional leader and operational manager of an elementary school facility;
- Plans, designs and conducts follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community;
- Works closely with the school staff and school site council in identifying educational and instructional needs, and in developing long and short-range plans to improve the instructional process;
- Plans, develops, organizes, conducts and maintains performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to district, state and national educational standards and goals;
- Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for elementary age pupils;
- Reviews, evaluates, requisitions, purchases, and allocates instructional supplies, materials, and equipment;
- Confers and consults with school and District personnel, parents, and pupils pertaining to educational and behavior management problems and alternative problem solutions;
- Directs, supervises, observes, assesses, and evaluates site personnel performance;
- Establishes and maintains a positive team building and team management system;
- Confers with instructional and support personnel in developing alternative problem solutions to unusual or unforeseen problem areas;
- Participates in budget planning activities and develops expenditure review and control procedures to ensure a cost beneficial and cost effective operational mode;
- Assumes a leadership role in the functions and activities of site and District advisory committees and groups;
- Assists the educational community in understanding the site and District goals and objectives, and the strategies utilized for achieving them;
- Participates in the planning, development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements;
- Supervises, directs, and coordinates the assignment of instructional personnel and student classroom assignments;
- Establishes administrative review procedures to ensure maximum utilization of monetary and human resources, and to ensure the implementation of result priorities;

- Coordinates student and family assistance programs with local social service and youth service agencies;
- Plans, develops, and provides management reports pertaining to the functions, activities, and general educational climate of the school facility.
- Confers with site personnel in resolving rights disputes which may include the conduct of formal hearing processes;
- Assists in the conduct of effective and efficient personnel management systems, including the recruitment, selection, retention, and separation of personnel;
- Manages, monitors, and evaluates specially funded programs to ensure compliance with funding agency standards and guidelines.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, techniques, strategies, goals, and objectives of public education;
- Philosophical, economic and legal aspects of public education;
- Procedures, methods, and strategies of organization, management, and supervision;
- Modern innovative and creative curriculum and instructional trends for the elementary age child;
- Curriculum development, instructional program delivery strategies, and program supervision, assessment, and 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.

### **Ability to:**

- Direct, lead, and coordinate the multifaceted functions and activities of an elementary school facility;
- Demonstrate effective instructional, organizational, and administrative leadership;
- Analyze problems, determine alternative solutions, and make appropriate and effective decisions;
- Communicate effectively in oral and written form;
- Plan, develop, and maintain effective organizational and community relationships.

## **EDUCATION**

Equivalent to the completion of a Master of Arts or higher degree in educational administration, instructional technology, or a closely related field.

## **EXPERIENCE**

Five years of successful teaching experience.

## **CERTIFICATION REQUIREMENT**

Possession of a valid California credential authorizing service in Administrative Services.

**LICENSE REQUIREMENT**

Possession of a valid California Motor Vehicle Operator's license.

**CONDITIONS OF EMPLOYMENT**

Insurability by the District's liability insurance carrier.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

**BOARD APPROVED: June 6, 1991**

**REVISED: December 11, 2009**