

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: PRINCIPAL/ELEMENTARY SCHOOL

Classification:	Management	Work Year:	210 Days
Department:	Elementary School Sites	Board Approval:	12/14/1992
Reports To:	Superintendent	Work Year Revision:	04/18/2002
Salary Range:	Management Salary Schedule	Format Revision:	10/23/2009

BASIC FUNCTION:

To administer the operation of an elementary school site and provide a quality educational student environment through the instructional program, classified and certificated staff supervision, and community leadership.

REPRESENTATIVE DUTIES:

INSTRUCTIONAL

- Supervises and evaluates the instructional program.
- Prepares goals and objectives in measurable terms.
- Keeps current on latest educational developments through inservice, conferences, programs, and professional materials.
- Provides leadership in implementation of new frameworks and effective teaching strategies.
- Recommends methods by which student progress shall be assessed.
- Performs classroom observations and follow-up conferences to monitor instructional programs.
- Provides assistance in selection of instructional materials.
- Maintains and continues to develop professional expertise in areas of educational philosophies and practices, management skills, and school site administration.
- Supervises and monitors special programs such as ESL, Chapter 1, SIP.
- Represents site and District at local, county, and state level committees.

STAFF

- Evaluates assigned personnel in accordance with District guidelines.
- Participates in and makes recommendations to the Superintendent on employee selection, reassignment, and transfer.
- Informs staff on Courses of Study, Curriculum Guides, and State Frameworks.
- Encourages and advises staff with their professional growth.
- Makes employee assignments, sets up duty and other schedules.
- Informs employees of availability and location of school supplies, materials, and equipment.
- Conducts staff meetings.
- Supervises and/or coordinates site Specialists (District and/or County), and site volunteers.
- Keeps informed of and may participate in development of Certificated Contract and Classified Handbook.
- Maintains responsibility for staff development.

STUDENTS

- Develops plans and procedures for student health, safety, discipline, and conduct.
- Assists and supports teachers in modifying student behavior.
- Confers with staff, parents, students, and others concerning student needs.
- Schedules classes and assigns students.
- Participates in student study team and IEP meetings.
- Coordinates positive recognition program.

COMMUNITY RELATIONS

- Informs parents and community members of the educational program.
- Participates as member of PTA Board and School Site Council and attends other parent group meetings and conferences.
- Works with civic and community service organizations.

- Attends and/or supervises special activities such as holiday programs, athletic events, Open House, and Back to School Night.

SITE OPERATIONS

- Expedites all forms and reports as required.
- Develops financial plan which supports the achievement of goals and objectives of both the site and the District.
- Administers budgets for general and categorical programs such as Chapter 1, EIA, Lottery, and SIP.
- Confers with staff to establish priorities in allocating funds.
- Instructs staff in methods of keeping necessary records.
- Administers maintenance and operational needs of school facilities and grounds.
- Maintains illness and injury program in accordance with SB 198 requirements.

ADDITIONAL REQUIRED DUTIES

- Serves as a member of the Superintendent's cabinet.
- Attends all Board meetings.
- Performs additional responsibilities as necessary and as assigned by the Assistant Superintendent.

EDUCATION AND EXPERIENCE:

- California Teaching Credential authorizing specialized services.
- California School Administrative Credential.
- Five (5) years of teaching experience and three (3) years of administrative experience preferred.
- Masters Degree from an accredited college or university preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Year Round School development and administration principles, philosophies, and practices of elementary educational systems;
- appropriate instructional methods, strategies, and practices;
- federal and state laws, regulations, and guidelines related to public school administration;
- effective management techniques and methods.

ABILITY TO:

- plan/direct operational functions of a traditional or YRE elementary school site;
- interpret and successfully apply a variety of federal and state law, regulations, and guidelines as they relate to public school education and administration;
- interpret and successfully implement District policies, objectives, directives, and educational philosophy;
- communicate effectively and tactfully in both oral and written forms;
- motivate, supervise, and evaluate the work of others;
- plan, manage, and prioritize a wide variety of functions within designated timelines and with limited resources;
- prepare a variety of reports and presentations including complex technical and analytical writings;
- counsel and advise employees, students, parents, and the public effectively and positively;
- establish and maintain effective work relationships with those contacted in the performance of required duties.