

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Position Description: Elementary School Principal

A. PRIMARY FUNCTION:

Provides educational leadership for all aspects of the elementary school program including personnel supervision and evaluation; organizational management; school-home-community relationships; curriculum and instruction; coordination of special programs, equipment, and supply coordination; faculty and budget management.

B. ASSIGNED RESPONSIBILITIES:

1. Supervises and evaluates all certificated and classified staff following District procedures and criteria.
2. Prepares and manages school budgets, including K-5 operations; monitors school budgets for all appropriate categorical programs.
3. Provides school-based leadership for curriculum development implementation through content teams.
4. Provides leadership for developing and accomplishing yearly school objectives and activities based on District goals.
5. Develops and maintains effective school-public communication.
6. Fosters and coordinates active parent participation through the Parent Teachers Association, School-Community Advisory Committee, and other volunteer efforts.
7. Supervises custodial staff and monitors facility and maintenance needs.
8. Provides appropriate organizational systems and procedures for the efficient and effective operation of the school.
9. Coordinates support services and special programs.
10. Maintains a school climate that strongly reinforces staffs' achievements, good performance, and staffs' sense of their contribution to the profession.
11. Demonstrates a participative management style that involves staff in making decisions that affect the organization of the school.
12. Assumes responsibility with the staff for directing the standardized testing program and for the evaluation of test results by grade level.
13. Coordinates school-based staff development programs which correlate with District goals and objectives.
14. Provides leadership for the School Improvement Program, specifically facilitating the direction of the School Site Council.

C. DIRECTLY RESPONSIBLE TO: The Superintendent

D. MINIMUM QUALIFICATIONS:

1. Credential: Appropriate valid California Administrative Credential
2. Education: Master's Degree (minimum requirement)
3. Experience: At least seven (7) years of increasingly responsible teaching and/or administrative experience in education.
4. Personal Qualities: Maintains cooperative and ethical relationships with colleagues, administrators, parents and support personnel by carefully seeking facts and reasons for decisions. Must demonstrate mature judgment, individual initiative, enthusiasm, sense of humor and support of decisions made in the best interest of the school system.