

CULVER CITY UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINCIPAL-ELEMENTARY

BASIC FUNCTION:

Serve as the educational leader and chief administrator of an elementary school; plan and direct the instructional programs and school plant operations; participate in staff, student and community activities; organize, direct, evaluate and supervise assigned certificated and classified staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct instructional activities, extracurricular events, special programs and plant operations at an assigned elementary school.

Direct, coordinate, implement and evaluate instructional programs in accordance with State and federal laws, District regulations and other specially funded program requirements.

Identify school needs and determine objectives; develop and implement short and long- range plans to improve school operations.

Review, clarify and interpret programs and curriculum; communicate with teachers to assure instructional programs meet student needs and District requirements.

Organize, direct, evaluate and supervise certificated and classified personnel at assigned location; assist in the evaluation of itinerant personnel assigned to the school; assign faculty and staff as appropriate to meet school objectives.

Identify and encourage teachers with leadership potential; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance.

Assure the health, safety and welfare of students; administer discipline in accordance with District policies; administer first aid and provide transportation as needed according to established procedures.

Organize, administer and direct operations of the school plant; assure proper management and inventory of materials, equipment, buildings and grounds.

Meet and confer 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; meet with parents regarding specific school issues.

Plan and direct the business operation at assigned site; develop and administer the school budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.

Establish and maintain communication with community agencies and parent groups; coordinate and assist in fund-raising activities; prepare and write bulletins and newsletters; arrange for publicity for special events and achievements as appropriate.

Monitor and direct proper grade placement of students and preparation of class schedules and assignments; work closely with resource teachers regarding student and parent counseling.

Conduct and arrange for staff development and in-services; serve as communications link between site and District personnel; update staff on revised policies and procedures and implement changes.

Attend a variety of workshops and conferences to enhance leadership and management capabilities; share and exchange information and maintain current knowledge of the educational field.

Attend, conduct and chair a variety of meetings with faculty, parents and community representatives.

Direct the preparation and maintenance of a variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Planning, organization and direction of school programs, activities, and services.

Students' and parents' rights and due process.

Core curriculum for students.

Budget preparation and control.

Curriculum development and implementation.

Evaluation strategies.
Teaching theories and techniques.
Principles and practices of administration, supervision and training.
Applicable sections of the State Education Code and other applicable State and federal laws, codes, regulations, policies and procedures related to the education of students.
CCUSD organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.

ABILITY TO:

Plan, organize and control school programs and activities to provide educational and administrative leadership to the professional staff and students at a designated school site.
Plan, direct and supervise the work performed by teachers, professionals and others at the school site.
Communicate with other schools, outside agencies, parents, students, and the public.
Provide responsible and professional staff assistance and management in the education program.
Train, supervise and evaluate the performance of assigned staff.
Prioritize and schedule work.
Prepare, administer, monitor and control an annual school plan and budget.
Interpret, apply, explain, and enforce rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements, and restrictions.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Prepare and deliver oral presentations.
Direct the preparation and maintenance of a variety of narrative, statistical, and financial reports and files.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in education or related field and five years of elementary classroom experience and at least two years in a lead or Assistant Principal capacity with demonstrated experience in curriculum, staff development and instruction.

LICENSES AND OTHER REQUIREMENTS:

Administrative Services Credential
Appropriate teaching credential
Valid driver's license
CLAD or BCLAD, preferred

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment; subject to constant interruptions; subject to driving to conduct work.

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time, walking around campus, dexterity of hands and fingers to operate standard office equipment, computers; hearing and speaking to communicate with others.

HAZARDS:

Exposure to potentially volatile and emotional students and parents.

