

**LINDEN UNIFIED SCHOOL DISTRICT**  
Job Description

**PRINCIPAL**

**Classification:** Administrative Management

**Salary:** Administrator Salary Schedule

**Work Year:** 11-12 Months – 210 to 215 Work Days

**FLSA:** Exempt (salaried)

**Board  
Ratified:**

**BASIC FUNCTION:**

Under the supervision of the Superintendent, manages and administers all school programs, including supervision of certificated and classified employees and students assigned to the school. Carries out all duties of a site level administrator, including areas related to management and instructional leadership.

**SPECIFIC RESPONSIBILITIES:**

Responsible for:

- Implementing the District-approved program of instruction by:
  - Assuming responsibility for a total school atmosphere conducive to optimum student progress
  - Participating in the ongoing development and evaluation of the District's educational program
  - Implementing effective guidance and health services for all students
- Personnel management functions of the school by:
  - Participating in and making recommendations regarding the selection of all school personnel
  - Making assignments of personnel in accordance with District policies and delegating the authority necessary to assist in school management
  - Assisting, supervising, observing, and evaluating assigned school personnel
  - Developing effective lines of communication and staff input in educational planning
- Business management functions of the school by preparing school budget requests and administering the expenditure of funds
- General administrative functions of the school by maintaining accurate records and preparing reports
- School plant management functions by assuming responsibility for a healthful environment and safe school facilities
- Overseeing and directing all student management functions carried on in the school by:
  - Developing and implementing school schedules and assigning all students to classes
  - Assuming responsibility for the planning and supervision of all student activities
  - Monitoring the academic progress of all students and sub groups of students
- Participating in the development of policies as a member of the District administrative team and interpret school and District programs, policies, and procedures to students, staff, parents and community
- Developing and maintaining productive community relations
- Assuming a leadership role in change and revitalization projects
- Actively pursuing professional growth activities
- Performing all professional responsibilities related to the position, including adjunct duties necessary to the effective operation of the school and District

## **QUALIFICATIONS:**

### Minimum Requirements:

Knowledge and application of: Curriculum and instruction; instructional strategies, materials and methods; evaluation procedures; clinical teaching and supervision; resource management; and laws relating to site level management

### Ability to:

- Coordinate, supervise and provide educational and administrative assistance, support, and leadership to the site staff
- Evaluate programs
- Critically interpret assessment data and make recommendations based on assessment outcomes
- Work effectively with a wide variety of organizations and with people of all socio economic, cultural backgrounds
- Understand, implement and give complex oral and written directions in English
- Maintain cooperative relationships with those contacted in the course of work
- Compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
- Drive a car

## **CREDENTIALS, EDUCATION AND EXPERIENCE:**

Credentials: Valid California Administrative Credential, teaching credential, and California Driver's License

Education: Master's degree or equivalent from an accredited college or university

Experience: Three years teaching experience and one year of administrative related experience

## **SUPERVISION:**

Works under minimal supervision of the Superintendent

## **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.

The employee is regularly required to use hands to handle, or feel objects, tools, or controls, talk, and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds individually or with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics 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 regularly works inside in an office, in a home setting of the family that is being served, in a classroom setting, and outside subject to all weather conditions. The noise level in the work environment is usually moderate but occasionally loud.