

PRINCIPAL

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To serve under the governing board and the superintendent as the chief executive officer of the school with total responsibility to serve as site instructional leader and to manage all affairs of the school consistent with district policy and procedures, including general control and supervision of certificated and classified employees assigned to serve in the school.

ESSENTIAL JOB FUNCTIONS:

- Plan, implement, and direct the operational procedures and processes of a site facility
- Provide leadership to the staff in assessing school needs and effectiveness and determining objectives as the basis for developing long- and short-range plans for the school of assignment
- Effectively implement the district approved curriculum program
- Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority
- Plan, develop, and conduct staff development and staff training programs and activities
- Plan, assign, review and evaluate the quality and quantity of work of professional, technical and clerical employees
- Meet with District administrators, teachers, School Psychologists and other educational personnel to influence, motivate and monitor the result objectives of the school operation
- Direct the assignment of all pupils in such a way as to encourage their optimum growth
- Coordinate instructional program that allows all students access to district mandated requirements for graduation
- Make periodic appraisals of pupil progress and ensure direct reports to parents
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of pupils as established in district procedures
- Direct a program of extracurricular activities for the pupils of the school
- Serve as a district officer in communication between district administration and certificated/classified employees in the school, and interpret and implement district policies
- Supervise and coordinate the services of resource teachers, peer coaches, and/or curriculum consultants assigned to assist teachers in the instructional program
- Plan and conduct public and community relations programs
- Serve on district-wide committees as assigned
- To do other related functions as directed

EMPLOYMENT STANDARDS:

- Manage, lead, and direct the functions and activities of a school
- Ability to analyze and offer alternative problem solutions
- Ability to meet physical requirements necessary to safely and effectively perform required duties.
- Ability to follow oral and written directions.
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally.

KNOWLEDGE OF:

- Principles, techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Procedures, methods, and trends of organization and management of a school
- Curriculum development strategies, instructional delivery systems, and program evaluation processes
- Evaluation techniques for determining program activity and personnel effectiveness
- Human relations and conflict resolution strategies and team building principles and techniques

SKILL AND ABILITY TO:

- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately, and adopt a legally sound, effective course of action
- Plan and organize work to meet schedules and timelines
- Work independently with little direction
- Meet district standards of professional conduct as outlined in Board Policy
- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of school-site staff
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Operate a motor vehicle.
- Establish and maintain cooperative and effective working relationships with others.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL FUNCTIONS:

- Sit and stand for extended periods of time.
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions.
- Ability to lift 25 pounds maximum and carry objects weighing 15 pounds.
- Bend, twist, kneel and stoop.
- Write legible reports.
- Read notes, memos and printed material.
- Speak clearly and communicate effectively.

EDUCATION AND EXPERIENCE:

- Possession of a valid California teaching credential
- Four (4) years teaching experience preferred
- M.A. Administrative Services Credential from an accredited university or college

WORK YEAR:

210 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.