

PRINCIPAL OF SCHOOLS

JOB SUMMARY:

The principal of each school is the chief administrative officer of that school and is responsible directly to the Superintendent for all activities, programs, and events which occur in that school.

REQUIRED QUALIFICATIONS:

Ability to:

1. Demonstrate personal qualifications generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, work cooperatively, and provide leadership at the school.

Knowledge of:

1. County and State educational programs.
2. Business practices, procedures and terminology.
3. Current laws, policies, and regulations affecting public agencies.
4. Computer skills.

Education:

1. California Administrative Services Credential
California Elementary Teaching Credential
2. Five years of successful teaching experience.
3. Site level administrative experience of two years at an entry level position.

ESSENTIAL FUNCTIONS:

Duties include, but are not limited to, the following:

1. The principal shall keep the Superintendent informed of the needs of the school, and recommend purchases of items within the resources of the district.
2. The principal's primary function is to help his/her teachers carry out the most effective educational program possible within the means of the district, abilities of the students, and the prescribed requirements of the state and district. He/she shall feel free to experiment. He/she shall keep the Superintendent informed of successes and failures in the school program and must have his/her approval of any significant changes contemplated.
3. The principal has complete supervision of students during the time that the school is responsible for them. He/she shall delegate to teachers their responsibilities in the custody of the students. When serious discipline problems arise, the principal should feel free to discuss them with the Superintendent. Parents, too, should be consulted in such cases.
4. The principal should make an effort to attend Board meetings and be prepared from time to time to report on activities that are being carried out within their school.
5. The principal of each school shall exercise day-to-day control over office and custodial schedules. Overall scheduling of custodial and maintenance personnel

- shall be agreed upon by the head custodian and the principal.
6. Each principal shall maintain direct supervision over all certificated and classified personnel. If personnel problems arise, the principal shall feel free to discuss them with the Superintendent and if these problems become serious, the principal must discuss them with the Superintendent.
The performance evaluations of all personnel assigned to a site shall be the responsibility of the principal.
 7. To coordinate efforts with the transportation supervisor for the efficient and safe operation of the transportation program, when required.
 8. To coordinate efforts with the Supervisor of Buildings and Grounds in the maintenance of the buildings and grounds.
 9. The principal shall be responsible for arranging the schedules and assignments for teachers, both in the classroom and on the playgrounds.
 10. To supervise the classroom teachers and to determine if the courses of study, prescribed by the state and district, is being followed.
 11. To provide and facilitate appropriate staff development activities.
 12. To evaluate and aid teachers in all phases in their work.
 13. To provide for adequate supervision of the buildings and grounds whenever they are being used for school or community purposes.
 14. To confer with and recommend to the District Superintendent any promotion or dismissal of personnel.
 15. To promote harmonious school and community relationships.
 16. To coordinate use of school rooms, multipurpose rooms, and grounds for community purposes with administrative assistance under the rules and regulations of Governing Board (see Board Policies "Use of Buildings & Grounds").
 17. To be responsible for all school funds under their jurisdiction.
 18. To be responsible for development of a sound student government program in assigned school. To see that all school activities are adequately planned and supervised.
 19. To perform other duties as assigned by the District Superintendent.

PHYSICAL REQUIREMENTS:

1. The physical requirements of the position include, but are not limited to, the following:
2. Mental acuity to manage and direct business administration programs, including interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
3. Facility to see and read, with or without vision aides, laws and codes, rules and policies and other printed material.
4. Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
5. Manual dexterity to operate a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift, bend, climb, stoop, and to reach overhead.
8. Facility to drive a car.

Days of Employment: 205