

## **SOUTH FORK UNION SCHOOL DISTRICT**

### **CERTIFICATED JOB DESCRIPTION**

#### **PRINCIPAL/SUPERINTENDENT**

#### **JOB SUMMARY**

Under the direction of the Board of Trustees, serve as the chief administrative officer and educational leader of the schools in the district. Administer instructional programs, over see the operation of the school plant, participate in staff and student activities, and be a part of community leadership.

#### **KNOWLEDGE OF:**

The general needs and behavior of children; Techniques and methods of youth supervision; School rules pertaining to student behavior. Oral and written communication skills; Interpersonal skills using tact, patience and courtesy; Modern office practices, procedures and equipment.

#### **ABILITY TO:**

Exhibit an energetic and vital personality; Effectively plan for the future through the development of goals and objectives; Express himself/herself effectively in public, in conference, and in writing; Move decisively and work harmoniously and effectively with the public, the staff, and the governing board; Articulate clearly a workable philosophical frame of reference.

#### **EXPERIENCE:**

Successful experience as a classroom teacher and school administrator. Prior experience at the district office level is desirable. Experience or knowledge of Special Education Services

#### **EDUCATION:**

Master's Degree required.

California Administrative Credential authorizing service in a K-8 setting.

Teaching Credential with teaching experience.

Knowledge or experience in Special Education services.

#### **ESSENTIAL FUNCTIONS:**

1. Provide overall leadership for the educational program and operation of the school system and presents to the Board of Trustees and to the staff such plans for education in the district as will, in his/her opinion, serve to improve the public schools under his/her direction.
2. Recommends to the Board of Trustees the appointment, resignation, and dismissal of all administrative, teaching and classified staff.

3. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.
4. Recommends to the Board of Trustee the curriculum to be followed in the various grades and units of school system, together with the necessary textbooks, apparatus, and educational supplies.
5. Interprets and implements the District approved curriculum program in the light of individual school needs.
6. Directs the preparation of the annual budget, and recommends to the Board of Trustees the budget necessary to achieve the quality educational program desired for the system. Seeks outside funding and uses categorical funding to effectively and efficiently achieve the desired quality educational program.
7. Recommends to the Board of Trustees the building program necessary for the proper housing of the pupils of the District.
8. Enlists the assistance of the Kern County Superintendent of School's in the use of school resource personnel in the improvement of the program of the school.
9. Reports to the Board of Trustees, verbally or in writing, at such times as it may seem fit or when the Board may require, the condition and progress of the schools.
10. Identifies, provides, assigns, and coordinates in professional development and or growth opportunities for teaching personnel within the District.
11. Supervises and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individual teachers with leadership potential.
12. Serves as a district officer in communication between district office, certificated and classified employees in the respective schools and interprets and implements district policies in the schools.
13. Carries on human relations program in order to maintain high morale of the district staff.
14. Plans, coordinates and reviews the work of resource teachers in the instructional programs.
15. Supervises grant and categorical programs.
16. Recommends District priorities to the Board of Trustees.
17. Carries out program of community relations as a means of interpreting and furthering school program through P.T.C., South Fork School and Community Foundation, and other community organizations.
18. Forms advisory councils or committees to aid in formulating policies and procedures for carrying out the work of the schools.
19. Appoints citizens' advisory committees, as authorized by the Board of Trustees, for the study and discussion of school problems.
20. Assigns all students in such a way as to encourage their optimum growth.
21. Makes periodic appraisals of pupil progress.
22. Develop school's plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
23. Plans, coordinates and evaluates the total program of pupil services including guidance and counseling, all instructional and discipline programs.
24. In charge of all local, state, and federal reporting, i.e. Student Accountability Report Card (SARC), School Improvement Plan (SIP), Local Educational Area Plan (LEAP).
25. Updates comprehensive Safety Plan and other plans as required by local, state, and federal government agencies.
26. Keeps abreast of all mandates and keeps the schools current with mandates, laws and polices.
27. In charge of student safety and oversees student handbook, class schedules, staff assignments and school calendar.
28. Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds, and personnel.
29. Provides means by which the public may be continuously informed as to the policies and actions of the Board of Trustees and the work and progress of the schools, and meets with citizens' community groups and organizations for the presentation, study and discussion of school problems.

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as needed and as assigned.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.