

JUNCTION ELEMENTARY SCHOOL DISTRICT
PALO CEDRO, CALIFORNIA

Job Description

Job Title: **Principal**
Salary Level: Administrative
Classification: Certificated
Reports To: Superintendent
Approved:

SUMMARY

The Principal serves as the educational leader of the school; responsible for direction of the instructional program, management and operation of the school plant, participation in staff, parent and student activities, and community leadership. Works directly with the Superintendent and/or other administrative staff as a member of the district administrative team. Performs related duties as assigned.

RESPONSIBILITIES RELATED TO STUDENTS AND THE INSTRUCTIONAL PROGRAM

- Plans, supervises, and directs all student activities.
- Makes classroom and program assignments of students in such a way as to encourage optimum student growth and makes periodic appraisals of pupils' progress.
- Assumes responsibility for a total school atmosphere that is conducive to optimum growth and learning.
- Implements District curriculum; facilitates the improvement of curriculum and instruction.
- Participates in the ongoing development and evaluation of the district's instructional program.
- Implements effective guidance and health services for all students.
- Develops and implements school schedules and assigns all students to classes.
- Administers, supervises, and evaluates the total educational program.
- Coordinates and implements school discipline plan and disciplines students in accordance with the plan.

RESPONSIBILITIES RELATED TO PERSONNEL

- Maintains high morale of the school staff.
- Assigns staff members and delegates the necessary authority to assist in the management and operation of the school.
- Provides recognition when an employee performs well.
- Provides mentoring and coaching for all assigned personnel as needed.
- Supervises, coordinates and evaluates the performance of all assigned personnel in accordance with the District's adopted uniform guidelines, recommends appropriate action in cases of substandard performances.
- Develops leadership with the staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school of assignment.
- Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.

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- Coordinates in-service growth opportunities for all personnel within the school.
- Serves as a District Officer in communication between the District Office and the teachers and the classified employees in the school.
- Identifies and encourages members with leadership potential.
- Shares the responsibility for the selection, assignment, and transfer of certificated and classified personnel at the school to which assigned.

RESPONSIBILITIES RELATED TO NON-INSTRUCTIONAL OPERATION

- Administers, supervises and evaluates school site operation, organization and maintenance of the school to which assigned, recognizes situations which need improvement and corrects them.
- Responsible for all records, reports, budgets and financial procedures that relate to the operation of the school to which assigned.
- Assumes responsibility for a healthful environment and safe school facilities.
- Maintains accurate records and prepares reports.
- Prepares school budget requests and administers the expenditure of funds.
- Provides school leadership in implementing categorically funded programs according to Federal, State, and District guidelines.

RESPONSIBILITIES RELATED TO THE COMMUNITY

- Promotes and conducts activities within the school which contribute to good public relations and public awareness of the District's educational program.
- Interpret the school and District programs, policies, and procedures to students, staff, parents, and community.
- Implements a program of community relations as a means of interpreting and furthering school programs through Parent Coffees and community organizations.
- Hear complaints about the school and resolves controversies.

EDUCATION and/or EXPERIENCE

Master's Degree (M.A.) In educational or personnel administration is desired; a regular teaching credential for grades K-5 or 6-8 is required; and administrative services credential is required; a minimum of five (5) years teaching experience; appropriate instruction and curriculum development is required.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment and

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handle and work with various materials and objects are important aspects of this job.

- Applicants must be able to speak clearly, hear normal voice conversation, stand, walk, sit, use a computer, use a telephone, work without guidance from supervisor and drive a vehicle.

Board approved: 08/12/2020