

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Principal, Elementary School	<b>CLASSIFICATION:</b>	Certificated Management (UPE)
<b>SERIES:</b>	Principal	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0106	<b>WORK YEAR:</b>	211 Days
<b>DEPARTMENT:</b>	Elementary School Site	<b>SALARY:</b>	Range 30
<b>REPORTS TO:</b>	Area Assistant Superintendent	<b>BOARD APPROVAL:</b>	10-1968
		<b>BOARD REVISION:</b>	04-10-75 05-12-76 03-1984
		<b>HR REVISION:</b>	08-07-15

**BASIC FUNCTION:**

Serves as educational leader and administrator of a school, with general direction provided by area superintendent; establishes and maintains effective relationships with students, staff, parents, and community organizations; and performs other work as required.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide leadership to the school staff, define and clarify objectives, and stimulate high levels of job performance. **E**

Plan, direct, implement, and evaluate the instructional program in the school, including responsibility for implementing the District's curriculum in accordance with the needs of the school. **E**

Has significant direct involvement in formulating District policies relating to the elementary program and other District programs. **E**

Is involved in the selection of school staff and District staff. **E**

Assigns, trains, supervises, and evaluates staff. **E**

Studies and initiates the use of new teaching methods and materials (and may develop such methods and materials) and initiates, encourages, and directs experimental and pilot programs of instruction. **E**

Develops and implements plans for control of student discipline and conduct, including initiating and attending hearings on these matters. **E**

Assists teachers with programs and problems relating to pupils and instruction. Confers and counsels with pupils, staff, parents, and other community members. **E**

Coordinates, encourages, and provides in-service growth opportunities for teachers and other personnel within the school. **E**

Coordinates and participates in screening of and recommending of pupils for special education classes and/or other special programs. **E**

Provides direction and guidance to all District staff regarding current programs, problems, and other needs of the school, and is responsible for such staff when they are working in principal's school. **E**

Assists with transportation issues and problems. **E**

Prepares or supervises the preparation of class schedules and coordinates programs as they relate to District policies. **E**

Ensures proper maintenance, operation, and safety of the school plant and site. **E**

Establishes and maintains cooperative relationships with parents and community groups, including supervising and coordinating use of school facility by outside groups. **E**

Identifies community resources and agencies that may provide services to the school and establishes relationships as appropriate with these resources and agencies. **E**

Is responsible for the allocation and control of school budgets. **E**

Is responsible for evaluation and proper instructional level placement of pupils, and is personally involved in special cases. **E**

Prepares and submits reports required for management of the District. **E**

Supervises and manages the teacher preparation period program (the elementary specialist program). **E**

Administers the provisions of the collectively bargained contracts. **E**

Attends and participates in meetings such as PTA Council and other parent groups, School Advisory, Superintendent's Council, Area meeting, Elementary Principals' Liaison meeting, and other meetings as directed or appropriate. May be assigned responsibility for special district-wide projects. **E**

Evaluates, selects, and orders supplies, materials, and equipment appropriate to the school site. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community. **E**

#### **SPECIAL PROGRAM DUTIES AND RESPONSIBILITIES**

Most elementary schools have pilot programs and/or special programs (i.e., SIP, Title I, Multilingual, Special Education, GATE, etc.). These programs add to and extend the duties and responsibilities of the principal. Among the typical duties and responsibilities related to these programs are the following:

Develops school plan in conjunction with parents, staff, and community personnel and with the assistance of District personnel. **E**

Participates in hiring, placing, training, and evaluating program staff. **E**

Participates in program evaluation and ensures compliance with all program regulations and requirements. **E**

Consults and counsels with parents, teacher, and students and other appropriate individuals and groups. **E**

Establishes the school policy for program implementation, compliance, and quality control. **E**

Assists with transportation issues and problems. **E**

Is involved in screening and recommending pupils for programs. **E**

Handles discipline problems. **E**

Plans, coordinates, and provides training and growth experience for staff and parents. **E**

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

A bachelor's degree from an approved institution is required. Advanced degrees are preferred.

A minimum of five years of certificated experience in public or private schools is required, and preference will be given for additional elementary school teaching experience, administrative, or supervisory experience at the elementary level. Preference given to bilingual speakers, and expertise in vital programs within individual schools including, but not limited to, STEAM, Montessori, Dual Immersion, Waldorf, etc.

#### **LICENSES AND OTHER REQUIREMENTS:**

Hold a valid Administrative Services Credential issued by the California Commission on Teacher Credentialing is required.

#### **WORKING CONDITIONS:**

##### **SAMPLE ENVIRONMENT:**

School site office environment; subject to constant interruptions; and subject to driving to off-site locations to conduct work.

##### **SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

##### **SAMPLE HAZARDS:**

Contact with dissatisfied or abusive students, parents, and staff.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**APPROVALS:**

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Union Signature

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date