

**CLASS SPECIFICATIONS FOR THE
PRINCIPAL, K-8 SCHOOL**

DEFINITION

Serves as educational leader and general administrator of a school. Responsible and accountable for the direction and effective performance of certificated and non certificated personnel serving the school on a permanent, part-time, and/or temporary basis. Through line organization procedures and management organization channels, participates in recommending district policies and regulations to the superintendent.

QUALIFICATIONS

Credential: Possession of a standard administration credential or a credential of equivalent authorization issued by the California Commission on Teacher Credentialing is required.

and

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

and

Experience: A minimum of five years of certificated experience in public or private schools is required, and preference will be given for additional elementary/middle school teaching experience, administrative, or supervisory experience at the elementary/middle school level.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Provides leadership to the school staff, defines and clarifies objectives, and stimulates high levels of job performance.
- ___ 2. Plans, directs, implements, and evaluates the instructional program in the school, including responsibility for implementing the district's curriculum in accordance with the needs of the school.
- ___ 3. Is responsible for teacher supervision, including classroom visitations and observations of teaching strategies.
- ___ 4. Is involved in the selection of school staff and district staff.
- ___ 5. Gives input to district negotiating team on matters related to school programs and district policies and procedures.
- ___ 6. Administers the provisions of the collectively bargained contracts.
- ___ 7. Evaluates probationary and permanent (classified and certificated) personnel on a continuous and self-improvement basis.
- ___ 8. Supervises clerical personnel assigned to the school and assigns them to their particular duties.
- ___ 9. Supervises custodial personnel assigned to the school and inspects the school plant and premises regularly to insure safety, health, sanitation, security, appearance, and effective operation. Consults with the appropriate staff members on such matters.
- ___ 10. Coordinates, encourages, and provides inservice growth opportunities for teachers and other personnel within the school.

PRINCIPAL, K-8 SCHOOL

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- ___ 11. Develops and implements plans for control of student discipline and conduct, including initiating and attending hearings on these matters.
- ___ 12. Assists teachers with programs and problems relating to pupils and instruction. Confers and counsels with pupils, staff, parents, and other community members.
- ___ 13. Coordinates and participates in the screening and recommending of pupils for special education classes and/or other special programs.
- ___ 14. 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.
- ___ 15. Assists with transportation issues and problems.
- ___ 16. Ensures proper maintenance, operation, and safety of the school plant and site.
- ___ 17. Establishes and maintains cooperative relationships with parents and community groups, including supervising and coordinating use of school facility by outside groups.
- ___ 18. Identifies community resources and agencies that may provide services to the school, and establishes relationships as appropriate with these resources and agencies.
- ___ 19. Is responsible for the allocation and control of school budgets.
- ___ 20. Prepares and submits reports required for management of the district.
- ___ 21. Keeps professionally knowledgeable through professional organizations and an examination of professional literature as to innovative practices in other schools and other changes in educational practice.
- ___ 22. Sees that the policies and rules and regulations of the Board of Education, and administrative regulations of the Superintendent, are made effective in the school.

SPECIAL PROGRAM DUTIES AND RESPONSIBILITIES (SIP, Title I, Multilingual, Special Education, GATE, Magnet, etc.)

- ___ 1. Develops school plan with appropriate district personnel.
- ___ 2. Involved in hiring, evaluating, and training program staff.
- ___ 3. Involved in program evaluation.
- ___ 4. Consults and counsels with parents, teachers, and students.
- ___ 5. Establishes the school policy for program implementation.
- ___ 6. Assists with transportation issues and problems.
- ___ 7. Involved in screening and recommending pupils for programs.
- ___ 8. Handles discipline problems.
- ___ 9. Administers budget.

UPE