



## ELEMENTARY / MIDDLE SCHOOL PRINCIPAL

### DIRECTLY RESPONSIBLE TO

Superintendent

### PRIMARY FUNCTION

Creates a learning environment that promotes high achievement for all students and effective teaching for all staff.

Provides the vision and leadership in the development, implementation, and evaluation of the school's instructional program including effective management of classroom curriculum and instruction, educational facilities and materials, and certificated and classified staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### CURRICULUM AND INSTRUCTION

- Implements the district approved curriculum program that focuses on grade-level standards
- Provides students with additional opportunities to master grade-level skills
- Implements the objectives in the School Plan
- Coordinates the selection of supplemental materials
- Determines student placement
- Provides for regular evaluation and progress reports to parents
- Provides all staff ongoing opportunities for professional growth
- Provides guidance of student organizations
- Plans for good articulation between the programs of related elementary, middle, and senior high schools

#### PERSONNEL

Classified and Certificated:

- within constraints of law and of district policy, determines the positions to be filled
- cooperates with the Personnel Office in selecting personnel
- assigns duties, supervises personnel and provides in-service training
- evaluates personnel

#### SCHOOL SAFETY

- Sets standards for behavior
- Develops and implements Emergency Operation Plan
- Follows legal guidelines for suspensions and expulsions

#### BUSINESS OPERATIONS

- Develops and administers a school budget
- Develops procedures for accountability in the use of all school materials and funds, including student body funds

#### BUILDING AND GROUNDS

- Establishes procedures to ensure:
  - safe, healthful conditions for all who enter the buildings or grounds
  - protection against undue loss or depreciation of district property
  - as pleasing an aesthetic environment as possible
  - the availability of the school site for non-profit community groups as much as possible, without interference with the primary purpose of instruction
- Regularly reviews the site in relation to safety and efficient support of the educational program
- Coordinate plant modifications with appropriate District officers

#### ORGANIZATION AND PROCEDURES

- Establishes operational procedures for:
  - attendance accounting

- in-house communications
- delegation of authority
- health services
- clerical services
- aides and volunteers
- a master calendar and scheduling of events
- a master schedule of classes
- Coordinates and facilitates the use of district personnel and materials in the building.

**PUBLIC RELATIONS AND INFORMATION**

- Establishes effective communication with community representatives
- Assesses community educational needs and desires, and responds appropriately
- Provides appropriate material to the district public information officer

**LIAISON**

- With the district:
  - attends Principals' Council meetings
  - informs various offices of needs or actions
  - implements requests from school district offices
- With schools of other levels
- With the local community and its service agencies:
  - law enforcement
  - fire department
  - welfare
  - community mental health
  - other community groups

**IMMEDIATE SUBORDINATES**

All certificated and classified staff members at a particular school

**JOB REQUIREMENTS**

- A minimum of five years teaching experience
- Master's degree
- Administrative services credential
- Prior administrative experience preferred

**SALARY**

In accordance with the Certificated Administrators' Salary Schedule