

# SOUTHERN KERN UNIFIED SCHOOL DISTRICT

## Position Description

Position Title: **Principal, Elementary**

Department: School Site

Reports To: Superintendent or designee

Prepared By: Staff

Date: March 2002 (updated from 8/97)

**SUMMARY:** The Principal provides instructional leadership to staff including, curriculum planning, review and implementation, and professional development. The Principal is responsible for the day-to-day school site operations, building administration, safety and welfare of students and staff and activities. The Principal ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces district policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Interacts with students in a constructive manner to encourage each individual to perform at their highest level
- Manages a building staff
- Assigns teachers to classrooms and students to classes
- Evaluates performance and effectiveness of programs and staff
- Coordinates in-service training for staff
- Maintains relations with parents, parent groups, school volunteers and outside agencies
- Participates in district-wide activities, inservices, committees, as appropriate
- Implement policy and procedure changes from the Board, or the State and Federal level at the building level
- Prepares the School budget, works with Business Director on budgeting/purchasing
- Establishes priorities with Education Services Department for educational materials to meet the needs of students and teachers with allowable anticipated funds
- Works with Central Office personnel to coordinate processes for the effective functioning of the school
- Maintains current information on legal/financial developments of educational legislative reforms
- Maintains current educational/administrative certificate by meeting required course work

**SUPERVISORY RESPONSIBILITIES:** Manages employees in the elementary school and early childhood centers. Is responsible for the overall direction, coordination, and evaluation of this unit.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities includes participation with interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

***QUALIFICATION REQUIREMENTS:*** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

Masters degree or enrolled in an internship program or equivalent and five years experience in teaching and administration.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Teaching Certificate and an Administrative Service Credential or enrolled in an approved internship program.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups: staff, parents, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.