

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION



JOB TITLE: Principal, Elementary

SUMMARY:

The Elementary School Principal directs and coordinates educational, administrative, and counseling activities of an elementary school. He/she provides instructional and administrative leadership at the school site over curriculum, budget, operations, guidance, students, and staff. He/she participates in the formulation of district policy and provides a link between the district and the community.

Reporting to this position are the following certificated and classified titles: Assistant Principal Teachers, Principal's Secretary, School Clerk, and Instructional Aides. This position is responsible for the overall direction, coordination, and evaluation of these positions. The Elementary School Principal carries out management responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; supervising employees; addressing complaints; and resolving problems.

SUPERVISOR: This position reports directly to the Assistant Superintendent, Curriculum and Instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Evaluates the effectiveness of the school site's instructional programs.
2. Acts as the school site's primary disciplinarian.
3. Administers the school site budgets in accordance with district policy and procedure.
4. Assigns all students in such a way as to encourage their optimum growth.
5. Develops plans and organization structures for school site.
6. Assesses the progress of the students.
7. Guides staff in the determination of long-range plans and current goals and

- objectives.
8. Participates in the development and implementation of district-approved curriculum, integrating it with the needs of the individual school.
 9. Assists in screening and interviewing candidates. Recommends appointments and assignments of staff members.
 10. Plans, organizes, and directs the business operations of the school site, including budgets, in accordance with district policies and procedures.
 11. Identifies, provides, assigns, and coordinates inservice opportunities for school site personnel.
 12. Supervises and evaluates performance of assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment. Recommends corrective action in cases of substandard performance. Counsels staff on career development.
 13. Ensures optimum development of student potential by monitoring placement and progress, guidance and counseling.
 14. Directs usage of site resources such as curriculum materials, instructional supplies, equipment, building, grounds, and volunteers.
 15. Communicates effectively with parents about programs, individual student progress, and parent participation. Leads the district's community relations programs at the site.
 16. Serves as district officer in management, certificated, and classified employee relations. Communicates and interprets district policy to site staff.
 17. Plans, coordinates, and reviews the work of resource teachers and support personnel.
 18. Develops site specific practices and procedures for health, safety, SBA, and discipline within overall district guidelines.
 19. Requisitions and allocates supplies, equipment, and instructional material as needed.
 20. Directs preparation of class schedules, cumulative records, and attendance reports.
 21. Monitors the safety and security of the school building and property.
 22. Attends and supervises school activities such as assemblies and sporting events.
 23. Plans and monitors the school budget.

24. Plans and directs building maintenance.
25. Performs various duties of absent regular staff, both classified and certificated.
26. Attends school and district meetings.
27. Performs related duties as required.

KNOWLEDGE OF:

1. Instructional curriculum and methods for elementary school.
2. School site administrative techniques.
3. District policies and procedures.
4. State and federal regulations.
5. Budget preparation and control.
6. Goals, objectives, and policies of the district.
7. Interpersonal skills such as counseling, coaching, and mediation.
8. Oral and written communications.
9. Operation of personal computers and related software.
10. Time management.
11. Policies and objectives of assigned elementary school programs.

ABILITY TO:

1. Plan, organize, and administer programs.
2. Train, supervise, and evaluate staff performance.
3. Prioritize and schedule work.
4. Prepare and monitor a budget.
5. Explain and enforce policies and regulations.
6. Establish and maintain effective relationships with others.
7. Operate a personal computer and related software.

EDUCATION:

Master's degree.

EXPERIENCE:

Five years teaching experience, two years administrative experience preferred.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Administrative Credential (K-12)
Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical requirements 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 talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and required light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

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.

While performing the duties of this job, the employee regularly works in indoor environmental conditions and is occasionally exposed to outdoor weather conditions. The employee is frequently exposed to video display. The noise level in the work environment is usually loud. The employee frequently uses personal vehicle for work-related travel.

Adoption Date: August 1, 1990

Revised: November 4, 1992

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