

DELANO UNION SCHOOL DISTRICT

PRINCIPAL Grades K-5 Grades 6-8

JOB SUMMARY

To serve as the educational leader and chief executive of the elementary school, to be responsible for direction of the instructional program, for the operation of the school plant, for the school activities, evaluation of staff, and staff development activities; and to exercise leadership in the community. Directly responsible to the Superintendent.

REQUIRED QUALIFICATIONS

1. **Credential:**
Appropriate Teaching Credential (multiple or single subject) or Pupil Personnel Service Credential.
Administrative Services Credential.
2. **Education:**
Masters Degree or higher in education, curriculum and instruction is preferred.
3. **Experience:**
 - A. Demonstrated successful classroom teaching experience in K-8 grades.
 - B. Demonstrated successful leadership skills in school improvement, Title I, and curriculum.
 - C. Ability to perform and meet the needs of a diverse population.
 - D. School Site (K-8) administrative experience.
 - E. Ability to work with both site and district administration in administration of instructional programs and evaluation.
 - F. Ability to meet district standards for physical and mental health.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Interprets and applies state, county, and school district laws, regulations, policies, and procedures at the school site.
2. Serves as the educational leader of the school and directs staff in all curriculum issues.
3. Responsible for the implementation of all district adopted curriculum and activities.
4. Assists assigned staff in carrying out an effective standards-based instructional program.
5. Responsible for the observation and evaluation of all assigned staff.
6. Responsible for the design and implementation of the school site development program.
7. Responsible for the fair and consistent application of the negotiated contracts for both certificated and classified.
8. Responsible for the appropriate care, maintenance, and inventory of all district materials, supplies, textbooks, media, and equipment assigned to the school.

9. **Responsible for the on site supervision of the special education, gifted education, remedial instruction, and English language development programs.**
10. **Responsible for the implementation of the district testing program and interprets the results to the staff and community.**
11. **Supervises and directs the activities of the assigned support personnel which includes the secretary, instructional aides, and clerical staff.**
12. **Responsible for all expenditures and the local allocation of the school budget.**
13. **Responsible for the development of school objectives, the development of activities to meet the school objectives, the implementation of those activities, and the evaluation of those activities in relationship to the objectives.**
14. **Responsible for the maintenance of all school, district and state records.**
15. **Responsible for the preparation of all school, district, and state reports.**
16. **Responsible for the scheduling, supervision, and evaluation of all school activities.**
17. **Responsible for the maintenance of student discipline.**
18. **Responsible for the health and safety of the students and staff.**
19. **Assist the staff in classroom management.**
20. **Convenes child study teams as needed.**
21. **Takes action to suspend certain students for reasons specified in education code and recommends expulsion for certain students when necessary.**
22. **Interprets the school program and its curriculum to parents through the PTA, open houses, personal conferences, and bulletins; promotes greater understanding among community groups of school objectives, accomplishments and problems; and represents the school in professional and community groups.**
23. **Promotes and maintains official parent groups to support the school programs, such as Parent Advisory Committees (PAC), Parent Teacher Associations (PTA), School Site Councils (SSC), and Title I Advisory Committee, and ELAC.**
24. **Responsible for the writing, implementation, and evaluation of all local, county, state, and federally funded projects.**
25. **Responsible for the assessment of all projects and activities on campus.**
26. **Actively seeks opportunities for staff and students to provide additional educational opportunities through local, community, county, state, and federal sources.**
27. **Attends Executive and Administrative Cabinet meetings.**
28. **Responsible for the development of student activities such as student clubs, student government, and special interest activities.**
29. **Responsible for the collection, deposit, and expenditure of all student body funds in accordance with the district and state regulations.**
30. **Responsible for the appropriate handling of all funds such as faculty funds, “coffee funds”, etc., at the school site.**

- 31. Schedules, plans, coordinates, and reviews the work of any instructional consultants at the school site with assistance from the Curriculum and Instruction Department.
- 32. Actively participates in the textbook selection process, and other district committees as assigned.
- 33. Performs other duties as assigned.
- 34. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- 1. Seldom = Less than 25 percent
- 2. Occasional = 25-50 percent
- 3. Often = 51-75 percent
- 4. Very frequent = 76 percent and above

- 2-3 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand normal conversation.
- 1-2 f. Ability to bend and twist, stoop, kneel, run and crawl.
- 1-2 g. Ability to lift 50 lbs.
- 1-2 h. Ability to carry 50 lbs.
- 3 i. Ability to reach in all directions.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.