

SHANDON JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: Elementary School Principal

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Under the supervision of the Superintendent, the Principal provides leadership, support and management while consulting with and training teachers, in order to meet state benchmark standards. The Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff and to communicate effectively with community partners and parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, and emergency procedures.

REQUIRED QUALIFICATIONS:

- Bachelors Degree
- Masters Degree in Content Area, Education Leadership, School Management
- Possess Administrative Credential

DESIRABLE QUALIFICATIONS:

1. Experience
 - Full-time (5 years) paid teaching experience
 - Site level administrative experience or equivalent district office administrative experience desirable
2. Knowledge of
 - State Frameworks/Model Curriculum Standards/California Standards
 - Academic Performance Standards
 - Assessment Instruments
 - Methods, practices, and materials utilized in effective curricular program
3. Ability to
 - Direct the work of school site personnel
 - Interpret and implement Board policy, district goals, and school site goals
 - Interpret and analyze assessment data and report results to staff and Board
 - Direct the instructional program to ensure that students have equal access to the curriculum
 - Evaluate site personnel
 - Develop and implement the school's educational plan

SPECIAL REQUIREMENTS:

Possess California Administrative Credential, California Teaching Credential, and valid California Driver's License. Ability to lift 40 pounds.

ROLE AND RESPONSIBILITIES:

The Principal include, but not limited to:

- Serve as the CAASP and CELDT Testing Coordinator for the District.
- Serve as the Migrant Coordinator working with the Region 8 Director in obtaining services for students.
- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of SJUSD including instructional programs, extracurricular activities, discipline systems to ensure a safe climate, program evaluation, personnel management, office operations and emergency procedures. Ensure compliance with all laws, agency policies and civil and educational regulations.
- Hire, manage, evaluate and supervise school personnel.
- Establish the annual master schedule for instructional programs.
- Supervise the instructional programs of the school, evaluating lesson plans and observing classes.
- Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
- Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after school).
- Communicate regularly with parents to create a cooperative relationship to support the students in the school.
- Complete in a timely manner all records and reports as requested by the Superintendent.
- Assist in preparing and operating within annual school budgets.
- Attend committee meetings and extra school sponsored functions and events.
- Perform any duties that are within the scope of employment and certifications, as assigned and not otherwise prohibited by law or in conflict with contract.
- Other duties as assigned by supervisor

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

200 Work Days