

PRINCIPAL (ELEMENTARY SCHOOL)

Administrative Job Description

DEFINITION

Under the general administrative direction of the District Superintendent, the Principal shall be responsible for planning, organizing, directing, and controlling all activities of their school within the District. The primary function of the Principal is to provide leadership so that teaching tasks may be best facilitated. The overall responsibility of the Principal is to structure the school's atmospheres of harmony and dedication, which promote and enhance staff, community and pupil commitment to optimum development of good school programs. In addition, the Principal:

- Serves as an educational leader and chief executive of the school site; is responsible for instructional programs, operation of the school plant, staff and student activities, community leadership and management functions as indicated.
- Regulates and enforces the California State Education Code, the Administrative Codes of the State Board of Education, policies of the Wright School District Board of Trustees, provisions of current teacher organization contracts, and administrative procedures of the District Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Provides leadership to staff in identifying school and community needs as a basis for school program development.
2. Provides leadership in development of school program objectives.
3. Interprets and implements District approved curricula in light of individual school needs.
4. Coordinates deployment of the County and other special services assistance to school personnel in the improvement of the school program.
5. Establishes an effective school administrative organization with clear lines of responsibility and with the necessary delegations of authority.
6. Identifies, provides, assigns and coordinates staff development opportunities for teaching personnel within the school.
7. Supervises and evaluates the performance of all assigned personnel in accordance with the District's policy for staff evaluation and assessment; recommends appropriate action in cases of substandard performance, and identifies and encourages individual teachers with leadership potential.
8. Assigns all students in such a way as to encourage their optimum academic and emotional growth.
9. Makes periodic appraisals of pupil progress and identifies program improvement implications.

10. Develops school plans and organizational procedures for the health, safety and discipline of students as established by District procedures.
11. Plans, coordinates and evaluates all pupil services, including guidance and counseling.
12. Plans, supervises and directs business operations of the school site in accordance with District policies and procedures, and maintains school records.
13. Plans for effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds and provides available resources that will enhance teaching performance.
14. Serves as liaison for communication between District Superintendent and the teachers and classified employees in the school; interprets and implements District policies at the school site.
15. Conducts effective human and professional relationships in order to enhance staff morale and performance.
16. Functions as a member of the Superintendent's District Management Team, and may be assigned to represent management in collective/collaborative bargaining negotiations with staff.
17. Interprets school programs and curricula to the community; promotes understanding of school and District objectives. Represents the school in dealings with parent and school community, and with community service agencies and activities having impact on the school population. Promotes positive school/community programs.
18. Coordinates school site programs for special education services, school improvement programming, extra curricular activities, transportation of students and maintenance of district proficiency standards and assessment programs.
19. Administers auxiliary activities necessary to the development and support of the school's educational program.
20. Adheres to the Professional Code of Ethics developed by the Association of California School Administrators and its national and local affiliates.

Adopted as Policy: 1/11/83

Deleted as Policy: 2/9/93

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