

**BERRYESSA UNION SCHOOL DISTRICT
CERTIFICATED POSITION DESCRIPTION**



JOB TITLE: SCHOOL PRINCIPAL (ELEMENTARY)

Job Purpose Statement/s: Under the direction of the Superintendent or designee, plans, organizes, controls and direct the instructional programs, site operations, and personnel for an elementary school; ensures safe and positive learning environment for the students and staff of the elementary school. Supervises and evaluates the performance of assigned personnel; and conducts other related duties as directed.

Essential Job Functions:

- Plans, organizes, and directs instructional activities, special programs and site operations at an elementary school; confers with District Office personnel regarding staff, programs, students, finances and legal requirements; implements and modifies the school's mission, goals, objectives and programs as needed.
- Supervises and evaluates the performance of assigned personnel; assists subordinates with proper evaluation of objectives and needs.
- Provides the scheduling, staffing, organization and planning for the instructional program; provides for opening and closing of school.
- Ensures compliance with all state and federal guidelines regarding implementation of programs.
- Serves as the key decision maker related to the process of conducting interviews and selecting staff for assigned site.
- Directs, evaluates and supervises certificated and classified personnel; assigns faculty and staff as appropriate to meet school objectives.
- Implements District and other mandated policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Directs and participates in a planned program of formal and informal classroom visitations and observations; recommends performance improvement strategies, discipline, reassignment or termination actions as appropriate; documents evidence of substandard performance.
- Participates in Instructional Leaders' Professional Learning Community work.
- Enforces applicable State and District codes, policies and laws; administers District and school site discipline, intervention policies and safety programs.
- Plans and directs the business operations of school; develops and administers site budgets; monitors expenditures; assures proper allocation of funds for instructional and non-instructional equipment and materials.
- Directs the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicates with teachers to ensure instructional programs meet student needs and District requirements.
- Ensures that the instructional needs of each individual student is being met; takes appropriate action if additional assistance must be planned; supervises School Study Team and referral meetings.
- Establishes, coordinates and maintains communication with community and parent groups, City officials, PTA/PTO representatives and law enforcement officials.
- Prepares and writes correspondence, bulletins and other communications on behalf of the school; arranges for school-level public relations and publicity for special events and achievements as appropriate.
- Directs the supervision of students on campus before and after school, during lunch, recess and other activities.

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- Disciplines students according to established guidelines. Ensure the health, safety and welfare of students; oversees attendance, behavior management, counseling, guidance and other student support services; provides individual academic and personal counseling to students and parents.
- Coordinates the maintenance operations of the school site; ensures proper management, replacement, repair, maintenance and inventory of materials, equipment, buildings and grounds.
- Directs the implementation of staff development and in-service training; updates staff on revised policies and procedures and implements changes.
- Attends, conducts and chairs a variety of meetings with faculty, parents and community representatives; responds to and resolves parent, student and staff complaints; represents the school at Board, District and community functions.
- Plans, implements and maintains compliance of a variety of District, County, State and federally-mandated programs; prepares and maintains records and reports regarding student attendance, welfare, discipline, safety and academic achievement.
- Directs the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information and contracts; directs the maintenance of student and staff records at the site.
- Performs other related duties as assigned.

Job Requirements – Qualifications

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 Experience Requirements:

- Masters Degree from an accredited College or University
- Must possess a valid California Administrative credential.
- A minimum of five years of successful experience in education (teaching preferred).
- Must have experience with diverse student and community populations.

Knowledge and Abilities:

KNOWLEDGE OF:

- Elementary Curriculum and Instruction.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general labor relations, laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to classroom management.
- California Standards for the Teacher Profession and the California Standards for Educational Leaders.

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- General education, categorical programs and laws, codes, rules and regulations related to areas of responsibility.
- Modern data management, storage and retrieval systems.
- Effective communication and public and employee relations strategies, methods and techniques.
- Effective classroom and instructional practices.

ABILITY TO:

- Work in a fast-paced environment with frequent interruptions.
- Plan, organize, direct and manage an elementary school campus.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Assure compliance with applicable district policies, regulations, rules and procedures and State and Federal laws, codes and regulations.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing including preparation and delivery of oral presentations.
- Accurately interpret and administer legal mandates, policies, regulations and negotiated agreements.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to establish and maintain effective relationships with a wide variety of groups and individuals.
- Train, supervise and evaluate assigned staff.
- Prepare, administer and monitor assigned budgets.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Plan, coordinate and provide staff training.
- Provide leadership and stability for continuity of services.
- Drive a vehicle to carry out duties and responsibilities of the position.

Working Conditions:

ENVIRONMENT:

The work environment characteristics 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.

- Indoor
- Office environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

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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.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Reports to: Superintendent or Designee

Work Year: 209 Days

Salary Placement: Certificated Management Salary Schedule

Additional Stipends for Master's, Doctorate degrees and years of experience

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Administrators

Board Approved: November 17, 2015