

**ALISAL SCHOOL DISTRICT
JOB DESCRIPTION**

PRINCIPAL

PRIMARY FUNCTION/GOAL: To serve as the educational leader and chief executive of the school; to be responsible for direction of the instructional program, operation of the school plant, participation in staff and student activities, and carry on a program of information and cooperation with the school community.

DIRECTLY RESPONSIBLE TO: Superintendent

MAJOR DUTIES AND RESPONSIBILITIES:

General:

Supervisory; Administrative; Curriculum Development; Parent, Community and Public Relations; Coordination of Related Services; Pupil Guidance and Discipline; Professional.

Specific:

To provide instructional leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short range plans for the school of assignment.

To implement the district-approved curriculum as adopted by the Board of Trustees.

To cooperatively and appropriately utilize District personnel.

To establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority.

To identify, provide, assign and coordinate in-service growth opportunities for all personnel within the school.

To supervise and evaluate the performance of all assigned personnel; in accordance with the district's adopted uniform guidelines for evaluation and assessment.

To recommend appropriate action in cases of substandard performances, and to identify and encourage individual teachers with leadership potential.

To assign all students in such a way as to encourage their optimum growth while complying with all school, district, state and federal requirements.

To make ongoing appraisals of pupil, social and academic progress.

To develop school plans and organizational procedures for the health, safety, discipline and conduct of students and assigned personnel as established in district, state and federal requirements.

To plan, coordinate, and evaluate the total program of pupil services including guidance and counseling.

To plan, supervise and direct the instructional and business operations of the school in accordance with the District policies and procedures.

To make plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities and school grounds.

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

To carry out a program of positive community relations as a means of interpreting and furthering the school program through parent groups and community organizations.

To serve as a district officer in communication between central administration and all school site personnel.

To effectively carry out the policies of the Board of Trustees and district administration at the school of assignment.

To assist and review the work of support staff assigned to a school site.

To carry on a human relations program which promotes a positive school climate.

To implement district wide testing as prescribed by the administration.

To perform other duties as assigned. The principal may delegate the power and duties entrusted to him/her where delegation is appropriate, but in every such instance he/she shall continue to be responsible to the superintendent for the proper execution of the power or duty delegated.

MINIMUM QUALIFICATIONS:

Appropriate, valid California Administration Credential.

Credential requirements to be supplemented by three years of experience as an Elementary Classroom Teacher and three years of relative administrative experience.

Bilingual/Biliterate English/Spanish preferred.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.

Adopted: 8/14/84

Revised: 8/17/86; 12/9/86; 5/3/95