

STOCKTON UNIFIED SCHOOL DISTRICT

PRINCIPAL, K-8 SCHOOL

DEFINITION

Interpret and implement the educational and administrative programs of the K-8 school according to the policies and directions from the Board of Education; assign duties and responsibilities to staff members to ensure that the necessary educational services and activities meet the needs of the students; ensure proper relationships with community, parents, students and other educational levels; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Director of Elementary Education, and exercise general supervision over certificated and classified assigned personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Represent the Board of Education and interpret its policies in the school and the community
- Organize and administer the school to which assigned, assuming legal responsibility thereof; maintain, direct and administer an approved educational program adapted to the needs of the students served
- Provide instructional leadership through the supervision and evaluation of personnel concerned with instructional programs such as teachers, assistant principals, counselors, instructional advisors, specialist and other assigned staff
- Assume responsibility for the evaluation of certificated staff assigned to the school and the submission of performance reports as required.
- Ensure operating efficiency through the organization and management of other personnel such as custodians, clerks, cafeteria workers and others
- Exercise leadership within the school through the conduct of faculty and other meetings necessary for the efficient functioning of the school; disseminate significant information to teaching and staff personnel
- Assist in the selection, assignment, development and promotion of personnel in the school
- Provide for the continuous supervision, approval and evaluation of the educational programs for the purpose of improving teacher learning environment; promote professional growth of staff through such activities as in-service training, conferences, and graduate work
- Execute ongoing program evaluation and planning to improve programs effectiveness for all students
- File periodic reports with the District relating to pupil classification, daily attendance, timesheets, estimated enrollments and others
- Supervise the preparation of and monitor the school budget and business activities
- Oversee the maintenance of inventory, purchasing and distribution of supplies and materials
- Maintain public relations program to communicate and interpret goals and achievements of the educational programs; participate actively in professional associations at the local, state and national level.
- Ensure appropriate student behavior, becoming involved in student discipline when necessary
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Policies, directions, regulations, laws and guidelines pertinent to the administration of the school's educational and recreational programs and activities
- Techniques and methods of direct and indirect supervision
- Needs, concerns, interests and problems of the varying groups within the community served by the school
- Child development including physical, emotional, social and intellectual growth, and theories of discipline
- Record keeping practices including those needed for budget administration, evaluations and overall administration
- Effective recruitment, selection and training practices
- Laws related to minors, including suspension and expulsion procedures

Knowledge of: (continue)

- Curriculum, instructional approaches, educational strategies, outcome-based education, restructuring, and current trends in education
- Principles of supervision, shared decision-making, training and site-based program administration
- School finances and sound budgetary procedures
- Principles of research and evaluation design
- Maintaining close contact with community, working closely with children's homes, public agencies and parents
- Comprehensive public relations program
- Collective bargaining and principles of labor relations management and working with unions
- Oral and written communication skills including the ability to write complicated reports
- Computer skills

Ability to:

- Communicate effectively with a wide variety of people including staff, students and parents, both orally and in writing
- Foster a school culture, which is focused on the education and well being of students
- Assess a situation and choose the most appropriate and responsible course of action
- Analyze student achievement data to determine the instructional need of the school and to design with staff a program for addressing those needs
- Make sound decisions based on the process of evaluating determining and selecting alternatives
- Assess other people's needs and incorporate them into day-to-day decision making
- Recognize problem areas and take corrective action
- Maintain control and objectivity during stressful situations
- Identify individual student needs, strengths and handicaps
- Delegate responsibility and tasks, oversee their administration and provide necessary input
- Plan, organize and chair meetings
- Exercise leadership through the use of organizational, supervisory and interpersonal skills
- Administer a budget and resolve educational need within it confines
- Physical capability sufficient to perform job tasks

Experience and Education:

- Three (3) years of teaching experience
- Master of Arts or advanced degree from an accredited college or university
- A minimum of two (2) years of site level school administrative experience

Licenses and Certificates:

- Elementary teaching credential
- Administrative and/or supervisory credential
- First Aid and CPR certificate must be obtained within sixty (60) days from date of hire
- Possession of valid California driver's license

Salary Placement:

United Stockton Administrators

Depending on staff size – see salary schedule