

KEPPEL UNION SCHOOL DISTRICT SCHOOL PRINCIPAL

FUNCTIONS OF THE PRINCIPAL

Under direction from district administration, the Principal serves as the site administrator and instructional leader. The Principal supports the educational programs of the District by overseeing the implementation of school-wide curriculum, all phases of the instructional program and management of the facility as well as provides leadership, administration, and supervision for the cognitive and affective development of students as well as to promote parent and community involvement.

The Principal, in the performance of his/her ability to function effectively, must: Manage, lead, and direct the activities, procedures and functions of a school; demonstrate effective leadership in the areas of: instruction, organization, and administration; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate, assign and discipline certificated and classified subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; maintain awareness of community resources available to assist students as well as work with the District Office for special uses of buildings for school and community functions; ensure the health, welfare and safety of pupils; motivate students to develop skills, attitudes and knowledge needed to provide a good foundation for education, in accordance with each pupil's ability; assist school staff in improving the academic progress of the school site; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; prepare the annual budget, monitor, evaluate and administer the budgetary expenditures; communicate effectively both orally and in writing using tact, and diplomacy with all stake holders; understand and carry out oral and written instructions; use interpersonal techniques with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; and inform the District administration of matters that are pertinent to the operation of the school.

The Principal is expected to have knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; applicable state and federal advisory documents, the State and Federal Framework in all subjects taught and District curriculum standards as appropriate; principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; current trends and research concerning the growth and development of school-age students; principles of school based management shared decision-making, human relations, conflict resolution strategies and team building techniques; community relations; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; school improvement goals and objectives, and work with faculty, students and parents to develop a student-discipline managements system that results in positive student behavior and enhances school climate.

EXAMPLES OF DUTIES:

The omission of 'specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Plan, collaborate, implement, direct and evaluate the curriculum development and instructional goals and processes designed to meet the needs/unique needs of students and community.
2. Assist the educational community in understanding the site, District and state and federal goals and objectives, and the strategies utilized for achieving them. Expand public awareness and outreach to broaden support of public schools.
3. Establish a results-based school culture through the continuous collection, examination and use of data to develop long and short-range plans to improve the instructional process.
4. Initiate ongoing opportunities for teachers, students, and parents to understand and utilize data as a means to improve instruction and learning.

PRINCIPAL JOB DESCRIPTION - EXAMPLES OF DUTIES (Continued):

5. Plan, develop, organize, confer and administer support systems and intervention programs which provide optimal and/or alternative learning opportunities for all students.
6. Coordinate student and family assistance programs with interdepartmental agencies and youth services as needed.
7. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.
8. Review, evaluate, purchase and allocate instructional resources, supplies, and equipment to enhance programs and support school-wide goals.
9. Implement and oversee an effective school wide discipline system, provide support/direction to the school site as needed.
10. Conduct staff meetings and related training to promote alignment and continuity of curriculum and identify and encourage leadership potential.
11. Direct, supervise, observe, assess, and evaluate site personnel performance ensuring all staff members adhere to District, state and federal educational and professional standards.
12. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
13. Confer with site personnel in resolving rights disputes which may include conducting formal hearings.
14. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
15. Assist in the development, implementation, interpretation and administration of policies, rules and regulations, and negotiated employee agreements.
16. Plan, develop, provide reports and make recommendations pertaining to functions, activities and general educational climate of the school facility.
17. Supervise, direct, and coordinate the assignment of certificated and classified personnel and student classroom assignments in accordance with District staffing allocations.
18. Designs master schedule of teaching schedules and special assignments.
19. Serve on community organizations, school and District committees to ensure the interests of the school are properly served.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
21. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
22. Foster collegiality and team building among staff members; encourage staff involvement in decision-making processes.
23. Oversee the development, maintenance, and use of information systems to maintain records to track progress of campus performance objectives and academic excellent indicators
24. Oversee the compilation, maintenance and retention of all physical and computerized reports, records, and other documents as required; and ensure accurate and timely reporting of all required information.
25. Work with site-level planning and decision-making committees to plan professional development activities and to improve job-related skills.

PRINCIPAL JOB DESCRIPTION (Continued):

MINIMUM POSITION QUALIFICATIONS

ABILITY TO:

- Stand and walk for extended periods of time;
- Work at a desk, conference table or in meetings of various configurations;
- Maintain a professional demeanor at all times;
- Routinely and correctly lift and carry weights up to, but not to exceed, 35 pounds

KNOWLEDGE OF:

- Basic Office suite software;
- Technology used in the classroom, and general school setting

EDUCATION:

- Bachelor's Degree

EXPERIENCE:

- Six years of successful teaching experience

CREDENTIALS:

- Valid California Teaching Credential
- Valid California Administrative Services Credential

DESIRED:

- Master's degree from an accredited university in a related field, bilingual (Spanish)

Board Approved: August 2, 2018