

**Washington Unified School District**  
*Job Description*

Board Approved: May 28, 2009

Position Title: **Principal—K-8 School**

Directly Responsible To: Superintendent

Supervision Over: Certificated, classified, and volunteer personnel; as assigned by the school principal

**Basic Function:**

Under the direction of the Superintendent, plan, organize, control, and direct the instructional programs, operations, facility, and personnel for a traditional or year-round elementary school (K-8); assure safe and positive learning environment for the students and staff.

**Essential Duties and Responsibilities:**

- Plan, organize, control, and direct instructional activities, special programs, and facility operations at a District elementary school; confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement and modify the school's mission, goals, objectives, and programs as needed.
- Interview, select, direct, evaluate, and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives; manage on-site teacher contracts.
- Direct and participate in a planned program of formal and informal classroom visitations and observations; recommend discipline, reassignment, or termination action as appropriate.
- Enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.
- Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements.
- Analyze data and develop and implement plans for instructional improvement growing out of program assessment.
- Establish, coordinate, and maintain communication with community and parent groups, law enforcement, and other officials.
- Prepare and write correspondence, bulletin, and other communications on behalf of the school; arrange for school-level public relations, and publicity for special events and achievements as appropriate.
- Supervise or schedule the supervision of students on campus before and after school, during lunch, recess, and other activities; discipline students according to established guidelines.
- Assure the health, safety and welfare of students.

- Oversee attendance, behavior management, counseling, guidance, and other student support services; provide individual academic and personal counseling to students and parents.
- Coordinate the maintenance and operation of the school facility; assure proper management, maintenance, and inventory of materials, equipment, buildings, and grounds.
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes.
- Attend, conduct, and chair a variety of meetings with faculty, parents and community representatives; attend IEP and other meetings as necessary; respond to and resolve parent, student, and staff complaints; represent the school at Board, District, and community functions.
- Direct the preparation and maintenance of a variety of District, County, State, and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, and others as directed.
- Direct the maintenance of comprehensive files pertaining to school personnel, school facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.
- Perform related duties as assigned.

**Knowledge Of:**

- Comprehensive organization, activities, goals and objectives of a District traditional or year-round elementary school.
- School law administration and applicable sections of the State Education Code and other applicable laws.
- State and local curriculum requirements.
- Board and District policies, procedures, and regulations.
- Labor relations law and employee contracts.
- State school facility requirements.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Public speaking techniques.
- Basic computer operation.

**Ability To:**

- Plan, organize, and direct the operations, facility, and personnel of an elementary school.
- Organize, direct, evaluate, and supervise assigned certificated and classified staff.
- Direct activities regarding personnel, the physical school site, budget, curriculum, and instruction and communications and articulation.
- Train, supervise, and evaluate certificated and classified personnel.
- Plan and direct the budget and business operations of the school..
- Establish, coordinate, and maintain communication with community and parent groups.

- Plan, implement, direct, and evaluate instructional and categorical programs in accordance with applicable laws.
- Plan and organize work.
- Analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Maintain consistent, punctual, and regular attendance.
- Operate standard office equipment including a computer

**Physical Ability To:**

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, and to observe students.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels
- Kneel, bend at the waist, or crouch.
- Lift objects weighing up to 25 pounds.

**Education and Experience Required:**

- Any combination equivalent to: master's degree in education or related field and five years of classroom teaching experience OR the successful completion of a comprehensive administrative internship-training program.

**Licenses and other Requirements:**

- Possession of a valid California credential authorizing service as a principal.

**Working Conditions:**

Environment: Office environment, constant interruptions, driving a vehicle to conduct work