

JOB DESCRIPTION - PRINCIPAL

Principal:

I. Personnel Responsibilities:

1. Implement and supervise board policies.
2. Evaluate and counsel all certificated and classified staff regarding their individual and group performance.
3. Assist in the recruiting, screening and make a recommendation of hiring to the Superintendent with proper documentation.
4. Delegate authority to responsible personnel to assume the role and duties of the principal, when the Principal is absent.
5. Orient newly assigned staff members and assist as appropriate.
6. Conduct staff meetings to keep personnel informed.
7. Keep the Superintendent informed of the school's activities and problems.
8. Exercise decisive leadership in crisis situations.
9. Participate on Mentor selection committee, and make recommendations to the Board of Trustees for acceptance.
10. Monitor classroom aides' job duties with respect to their categorical funding source.
11. Submit input into contract negotiations with Certificated and Classified as requested by the Superintendent.
12. Provide proper documentation and forms to the District office book-keeper for payroll and benefit information for all new employees and employees that transfer within the district.
13. Implement and administrate the district's collective bargaining agreements.

II. Curriculum Responsibilities:

1. Supervise the school's educational program (regular education, special education, bi-lingual education, remedial labs, GATE and others).
2. Take part in the development, revision and evaluation of the curriculum through the School Site Council involving teachers, parents, and students when appropriate.
3. Design and implement programs to meet specific needs of the school.
4. Review and revise school plans with site committee in relationship to their role of the District Advisory Committee and District goals.
5. Review and update, on an on-going basis, the school plans.

6. Supervise categorical programs to ensure compliance with state and federal regulations.
7. Coordinate bilingual education activities at the school site.
8. Supervise all personnel working under consolidated projects.
9. Coordinate standardized testing at the school site.
10. Coordinate and serve on the School Site Council.
11. Actively engage in professional growth to include professional literature, special education workshops, curriculum meetings, visitations and workshops.
12. Participate in the selection of textbooks, library books, and other instructional supplies and equipment.
13. Participate on Student Study Teams to determine the most suitable educational placement of students with special needs.
14. Assist in the selection and review process of core and supplemental instructional materials.
15. Review and approve field trips and insure that all trips are appropriate and in compliance with the District Field trip policy.

III. School - Community Business Responsibilities:

1. Prepare such reports as may be required.
2. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and support for over-all school objectives and programs.
3. Participate in principal's meetings, and support for and support all school objectives and programs.
4. Publish school newsletters to keep parents and community informed of school events and activities.
5. Be responsible for all official school correspondence and news releases.
6. Be responsible for project budgets.
7. Make recommendations to the Superintendent with regard to budget matters concerning instructional materials and programs.
8. Submit, as needed, requests for instructional supplies, equipment, furniture and textbooks.
9. Assist in the resolutions of problems which develop between site personnel, parents, students and transportation department.
10. Coordinate bus evacuation drills with transportation department.

11. Coordinate, supervise, and evaluate the school's extra-curricular programs.
12. Coordinate the School Improvement Program (SIP) through the School Site Council.
13. Assist the Assistant Superintendent in the following areas as needed:
 - a) CBEDS
 - b) GATE
 - c) Summer School
 - d) Migrant Education
 - e) Mentorship

IV. School Site - Facility Responsibilities:

1. Assume the responsibilities for the safety and administration of the school plant.
 2. Plan and supervise fire drills and an emergency preparedness program.
 3. Be responsible for outlining the summer custodial-maintenance program for all classified staff.
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4. Provide for adequate inventories of school property and for the security and accountability for that property.
 5. Prepare and submit the school's budgetary requests and monitor the expenditure of funds.

V. School Climate Responsibilities:

1. Establish and maintain an effective learning environment in the school.
2. Assume responsibility for student attendance, behavior, and health of students, and maintain appropriate records of same.
3. Maintain high standards of student conduct and enforce discipline as necessary.