

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Elementary Principal

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Credential

EDUCATION: Required M.A. or M.S.

EXPERIENCE: Required Minimum of four years of credentialed service.

Desirable Five or more years of teaching and administrative experience at the elementary level.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the supervisor, serves as the educational leader and chief administrative officer of the school; assumes responsibility for direction of the instructional program, operation of the school plant, participation in staff and student activities and community leadership.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcomes of the Elementary Principal's job performance will be as follows:

1. A management system and structure that insures effective communication, optimum utilization of school resources and efficient administrative organization will have been continuously and capably developed and implemented.
2. Research to assess school and community needs and concerns will have been conducted in an appropriate manner.
3. All school records and reports will have been maintained, monitored, interpreted and communicated in a timely and appropriate manner.
4. The instructional program of the school, suited to the needs of the students and articulated to the other educational levels of the schools within the district, will have been developed and maintained in an effective manner.
5. The selection and utilization of instructional materials and supplies will have been completed in an appropriate and timely manner.
6. Test materials and data will have been appropriately coordinated, interpreted and disseminated.

7. The selection and assignment of certificated and classified personnel will have been satisfactorily completed.
8. The policies, practices, responsibilities and activities which affect the staff and the school will have been effectively communicated.
9. The professional growth of staff members, including inservice, will have been consistently encouraged and/or provided.
10. The school budget and fiscal operations will have been appropriately monitored and maintained.
11. The requisitioning of new equipment and supplies will have been appropriately coordinated.
12. Inventories of equipment and supplies will have been adequately maintained.
13. Use of equipment, supplies, utilities, buildings and grounds will have been organized and directed in an efficient manner.
14. Maintenance and use of buildings and grounds will have been appropriately coordinated.
15. Pupil personnel services will have been supported in a timely manner.
16. A system of attendance consistent with the policy of the school district will have been effectively maintained.
17. The establishment and maintenance of an effective program of student discipline and control will have been consistently and meaningfully maintained.
18. Health and safety activities including fire and disaster drills will have been effectively conducted in a timely manner.
19. Interest and leadership in student activities will have been demonstrated.
20. The school operation of the lunch program will have been effectively maintained and monitored.
21. The operation of the school transportation program will have been effectively monitored.
22. The educational program will have been effectively interpreted to the public.
23. Interest in community activities will have been satisfactorily exhibited.
24. Cooperation with law enforcement and other agencies will have been conducted in a satisfactory manner.
25. Parent participation and education will have been regularly encouraged and/or provided.
26. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
27. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.

28. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions and its schools.
29. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
30. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
31. Other duties assigned by the supervisor will have been effectively accomplished.