

DESERT SANDS UNIFIED SCHOOL DISTRICT

Job Description

Title: Principal – Elementary	Reports To: Superintendent
Department: Certificated Personnel	Classification: Management / Supervisory
Work Year: 11 Months	Salary: Management Salary

Basic Functions:

Under direction of the Superintendent, serve as the educational leader and chief administrator of an elementary school; plans, organizes, directs the instructional programs and school plant operation; participate in staff, student and community activities; organize, direct, evaluate and supervise assigned certificated and classified staff.

Representative Duties:

1. Plan, direct, coordinate and evaluate instructional programs at assigned school in accordance with State and Federal laws, District regulations and other specially funded program requirements.
2. Identify school needs and determine objectives based on state standards; develop and implement short and long-range plans to improve school programs.
3. Organize, direct and plan a testing program including benchmark testing as well as the state mandated testing program.
4. Review, clarify and interpret programs and curriculum.
5. Communicate and collaborate with teachers to assure instructional programs meet student needs in order to raise achievement.
6. Organize, administer and direct operations of the school plant; assure proper management and inventory of materials, equipment, buildings and grounds.
7. Organize, direct, evaluate and supervise certificated and classified personnel at assigned location.
8. Assist in the evaluation of all itinerant personnel assigned to the school.
9. Screen and recommend student with special needs (GATE, EL, Special Ed) for placement.
10. Attend, conduct and chair meetings including faculty, parents and community.
11. Develop and administer the school budgets to assure proper allocation of funds for instructional and non-instructional equipment and materials.
12. Meet and confer with school / community stakeholders and individuals including parents, Parent Club, district personnel, courts, law enforcement officials and other authorities concerning individual student and instructional program.
13. Conduct and arrange for staff development and in-services.
14. Direct the preparation and maintenance of a variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement.
15. Establish and maintain communication with staff, community agencies and parent group.
16. Utilize school / district support systems for health, attendance, counseling services. i.e. SAP, SARB, CWA, School Nurse, SST's, etc.
17. Perform related duties as assigned.

Knowledge and Skills Required:

1. Working knowledge of curriculum and instruction. Experience in curriculum development and instructional coaching preferred.
2. Organizational and problem solving skills.
3. Oral and written communication skills.
4. Experience facilitation/collaboration preferred (e.g. DuFour training).

This job is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

Education and Experience

1. A minimum of three (3) years of increasingly responsible experience in supervising a comprehensive personnel operation or performing the major duties of a personnel operation.
2. Successful school site administrative and teaching experience required.

Licenses, Certifications and Testing Required:

Valid California Teaching Credential

Valid California Administrative Services Credential

Master's Degree

Fingerprint/criminal justice clearance

Tuberculosis clearance

Must possess or have the ability to obtain a valid California Drivers License

Physical Requirements and Working Conditions

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA). The requirements of the position are maintained in the Personnel Department; and, individual shall be able to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

Work Days: 210