

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

ELEMENTARY PRINCIPAL

DEFINITION

Under the supervision of the Director of Elementary Education establishes and maintains a school environment wherein children learn effectively as a consequence of the principal, 1) selecting, supervising, and evaluating personnel in accordance with contract specifications and district obligations, 2) developing and implementing plans designed to improve learning, 3) promoting positive relationships among pupils, teachers, parents, District personnel and community resource people, 4) coordinating all human and monetary resources for maximum benefit at the building level, 5) developing, monitoring, implementing, and evaluating processes and achievements of the school program, and 6) participating in the managerial support system of the District.

EXAMPLES OF DUTIES

- Selects and assigns personnel to the program so that the school operates successfully and to the advantage of students.
- Supervises and evaluates personnel so that improvement of instruction is evident.
- Utilizes assessments and systematic planning to plan and initiate school programs and/or modifications.
- Requests, when appropriate, District Office personnel to provide assistance to the overall program development, implementation and maintenance.
- Maintains the school facility to present an overall attractive, functional and safe environment for students.
- Establishes effective standards of expected student behavior in cooperation with parents, teachers and students.
- Counsels students so that negative behavior patterns of students are kept at a minimum.
- Counsels parents concerning their students so that they feel knowledgeable about their child's progress.
- Counsels teachers regarding learning or behavioral problems existing in their classrooms.
- Encourages communication between teachers, parents and students.
- Communicates effectively with the community.
- Interprets District and school programs to the community.
- Maintains parent support for the school program.
- Facilitates openness and mutual respect between all people in the school operation.
- Manages effectively so that the instructional program and overall plant operation operate to the maximum advantage of students and staff.
- Encourages professional growth activities so that the school program reflects constant improvement.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles, problems and methods of public education and administration, including organization, personnel, and fiscal management relevant to assigned responsibilities.
- Office management principles, methods and procedures.
- Relevant state and federal regulations and procedures.
- Staff supervision and coordination techniques.

Ability to:

- Display knowledge and understanding of education theory and practice.
- Plan, direct and establish priorities and simultaneously coordinate a variety of projects.
- Analyze and identify present and potential curriculum problems, develop and evaluate alternate solutions and propose plans of action.
- Prepare and present clear and concise reports.
- Work effectively with students, staff, parents and community.

Education:

Graduation from a recognized four year college or university. Progressive post graduate training and experience in the areas of curriculum development and learning theory. Appropriate administrative credential required. Advanced Degree desirable.

Experience:

Five years of recent teaching, school administrative experience, or a combination thereof is preferable.

Special License:

Possess appropriate State credential.

Salary:

This is a position designated as Certificated Management. Salary benefits and work year are provided in adopted policies of the Board of Education.