

IMPERIAL UNIFIED SCHOOL DISTRICT
ADMINISTRATION - ELEMENTARY PRINCIPAL

Brief Description of Position:

Directly responsible for the planning and implementation of the educational program at his/her school as directed by the District Superintendent.

Major Duties and Responsibilities:

1. Is the administrative head of his/her school and shall serve at the direction of the District Superintendent.
2. Shall be directly responsible to the District Superintendent.
3. Organizes and supervises the educational program.
4. Organizes and supervises support personnel and services.
5. Is responsible to see that each staff member has an equitable class and work assignment.
6. Is responsible to see that each class has the basic needs to maintain an education program.
7. Assists the superintendent in in-service training of certificated personnel and shall supervise the teachers' professional growth.
8. Evaluates the work of personnel assigned to his/her supervision, making recommendations as necessary.
9. Assists in the development of curriculum and planning and adapting the courses of study to the needs and interests of the children.
10. Coordinates, appraises, and evaluates the instructional program.
11. Looks upon supervision as a cooperative process, including classroom teachers.
12. Supervises classroom management and pupil discipline.
13. Supervises attendance accounting for his/her school and the school district report for all K-8 pupils.
14. Is responsible for the classification, promotion, or retention of pupils in his/her school.
15. Supervises reporting to parents.
16. Requests supplies, textbooks, equipment and all materials necessary to the operation of the school. All requests shall be routed through the Business Office. Supervises the issuing of supplies and equipment as needed by personnel assigned to his/her school.
17. Is responsible for the organization of the playgrounds, lunchrooms and noon hour in the best interest of the students.
18. Is responsible to see that substitute teachers as needed are obtained and receive orientation for their assignment.
19. Assists the superintendent in the school site public relations program.
20. Directs the work of the classified staff assigned to his/her supervision.
21. Directs the work of the custodial, gardening, maintenance and cafeteria personnel in so far as it relates to the instructional program, sanitation, cleanliness and safety of the school plan.

Other Duties:

1. Participates as directed by the Superintendent in the selection of personnel for his/her school.
2. Assists in the administration and supervision of achievement testing and other testing program.
3. Supervises fire drills and civil preparedness drills.
4. Is responsible for reporting the absences and verifying hours and days worked by certificated and classified employees under his/her jurisdiction.
5. Acts as coordinator of the school Migrant Program.

Administration - Elementary Principal

6. Acts as coordinator of the school Title I Program.
7. Acts as coordinator of the school Early Childhood Education Program.
8. Assists with supervision of special education classes on his/her site.
9. Coordinates the selection and ordering of textbooks for the elementary school.
10. Attends meetings as necessary to fulfill the duties of the position.
11. Takes children home and holds parent conferences as needed.
12. Attends all school board meetings.

Supervision Exercised or Received:

Under the immediate supervision of the District Superintendent. Supervises all personnel assigned to his/her building on a part or full times basis.

POSITION QUALIFICATIONS

Minimum Qualifications:

- Credential:** California Administrative Services Credential.
- Education:** Master's Degree, including studies related to elementary students and evidence of recent professional growth.
- Experience:** Minimum of two years successful teaching experience at the level of assignment is recommended.
- Personal Qualities:** Satisfactory community and family relationships. Ability to work with people. Competency to work with growing rural and city areas. Broad grasp of educational planning and curriculum, finance, legislation, and school construction. Willingness to develop a quality educational program. A sound philosophy of education leadership based on strong character and decision making ability supported by sound judgment.