

## ORANGE UNIFIED SCHOOL DISTRICT

### **PRINCIPAL, ELEMENTARY SCHOOL**

#### **DEFINITION**

Under professional direction, to serve as the chief administrative officer of an elementary school facility; to direct the formulation and implementation of operational procedures and practices; to plan, develop, and implement instructional objectives, and design and implement procedures to evaluate instructional program effectiveness; to assist in the planning, development, and conduct of staff development and staff training programs; to plan, develop, and carry out public and community relations programs and activities; and to do other related functions as directed.

#### **DISTINGUISHING CHARACTERISTICS**

This position classification requires subject matter expertise in educational programs, and curriculum and instructional strategies. Directly related administrative experience is necessary to assure success in an elementary school leadership role. The job requires the ability to analyze and offer alternative problem solutions regarding curriculum, guidance, and business related functions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the organization. The position classification has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of professional, technical and clerical employees. Frequently meets with teachers, ancillary personnel, parents, community members, and other educational personnel to influence, motivate and monitor result objectives of the school operation. This position classification performs light work, but does require walking and standing for extended periods. The job also requires the accurate distinguishing of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing and receiving oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### **ESSENTIAL DUTIES**

- Serve as the instructional leader and operational manager of an elementary school facility.
- Plan, design and conduct follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community.
- Work closely with the school staff and school site council in identifying educational and instructional needs, and in developing long and short-range plans to improve the instructional process.
- Plan, develop, organize, conduct, and maintain performance evaluation information systems designed to ensure the site goals and objectives are achieved, and that all levels of staff adhere to District, state, and national educational standards and goals.
- Plan, develop, organize, and administer communication and support systems that provide optimal educational opportunities for elementary age pupils.
- Review, evaluate, requisition, purchase, and allocate instructional supplies, materials, and equipment.

## **PRINCIPAL, ELEMENTARY SCHOOL – Page 2 of 3**

- Confer, consult and counsel with school and District personnel, parents, and pupils pertaining to educational and behavior management problems and alternative problem solutions.
- Direct, supervise, observe, assess, and evaluate site personnel performance.
- Establish and maintain a positive team building and team management system.
- Confer with instructional and support personnel, and community member and groups in developing alternative problem solutions to unusual or unforeseen problems.
- Participate in budget planning activities, and develop expenditure review and control procedures to ensure a cost beneficial and cost effective operational mode.
- Assume a leadership role in the functions and activities of site and District advisory committees and groups.
- Assist the educational community in understanding the site and District goals and objectives, and the strategies utilized for achieving them.
- Participate in the planning, development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.
- Supervise, direct, and coordinate the assignment of instructional and non-instructional personnel, make student classroom assignments, and implement security procedures to ensure a safe school environment.
- Establish administrative review procedures to ensure maximum utilization of monetary and human resources, and to ensure the implementation of result priorities.
- Perform a variety of community services activities, and coordinate student and family assistance programs with local social service and youth service agencies.
- Plan, develop, and provide management reports pertaining to the functions, activities, and general educational and safe school climate of the school facility.
- Confer with site personnel in resolving rights disputes which may include the conduct of formal hearings.
- Assist in the conduct of effective and efficient personnel management systems, including the recruitment, selection, retention, and separation of personnel.
- Manage, monitor, and evaluate site special funded programs to ensure compliance with funding agency standards and guidelines.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles, techniques, strategies, goals, and objectives of public education;

Philosophical, economic, and legal aspects of public education;

Procedures, methods, and strategies or organization, management, and supervision;

Modern innovative and creative curriculum and instructional trends regarding the elementary age child;

Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation;

Result and performance evaluation techniques pertaining to program and personnel performance effectiveness;

## **PRINCIPAL, ELEMENTARY SCHOOL - Page 3 of 3**

### **Knowledge of:**

Human relations strategies, conflict resolution strategies, and team building principles and techniques;

Safe working methods and procedures.

### **Ability to:**

Direct, lead, and coordinate the multifaceted functions and activities of an elementary school facility;

Demonstrate effective instructional, organizational, and administrative leadership;

Analyze problems, determine alternative solutions, and make appropriate and effective decisions;

Communicate effectively in oral and written English, and a second language as required by the assignments;

Plan, develop, and maintain effective organizational and community relationships.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

### **Experience:**

Five years of successful teaching experience, including one year as an administrator in an elementary school program.

### **Education:**

Equivalent to the completion of a Master of Arts or higher degree in educational administration, instructional supervision, or a closely related field.

### **Certification Requirement**

Possession of a valid California credential authorizing service as an elementary school principal.

### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.