

SANTEE SCHOOL DISTRICT

PRINCIPAL

JOB SUMMARY:

The principal will serve as the educational leader and chief administrator of their school, responsible for implementing and managing policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe, child-centered learning environment that meets and exceeds state instructional requirements. Our schools need principals who are adept at creating systems for change and at building relationships with the staff that tap into the collective knowledge and insight to further student learning. The school Principal shall work collaboratively to lead and nurture all members of the school staff as well as engage in effective communication with parents, members of the community, and colleagues as a means to achieve school-wide academic excellence. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operation. The Principal serves as a member of the District's Leadership Team and participates in district projects as assigned. The Principal also assumes other responsibilities and duties as may be assigned by the Superintendent.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Leadership:

In conjunction with the Superintendent and staff, the Principal will:

1. Display the highest ethical and professional behavior and practices when working with students, parents, school personnel, and agencies associated with the school
2. Develop and articulate a shared vision of the schools role in a changing society that is preparing students to enter the 21st century.
3. Systematically challenge the status quo by leading change and seeking continuous improvement.
4. Create processes that provide for the creation of and periodic review of the school's vision, mission, and strategic goals that includes all school stakeholders.
5. Facilitate the setting of high, concrete goals and promote the expectations that all students will meet them.
6. Create processes to distribute leadership throughout the school and build the leadership capacity of others.
7. Communicate strong ideals and beliefs about schooling, teaching, and professional practices with teachers, staff, parents, and students and then operates from those beliefs.
8. Promote a sense of well-being among staff, students and parents.

Curriculum and Instruction:

In conjunction with the Superintendent and staff, the Principal will:

1. Interpret and implement district-approved instructional programs.
2. Ensure that there is an appropriate alignment between the curriculum of the school and the state accountability program.
3. Create processes for collecting and analyzing student achievement data for the improvement of the instructional program.

Curriculum and Instruction: (continued)

4. Develop systems that accomplish the goals of the school site plan which best meets the needs of students.
5. Demonstrate skill and knowledge in designing, implementing, and evaluating major programs and activities to bring about necessary change and higher performance.
6. Apply sound principles of learning theory in developing instructional programs that are of high quality for all students.
7. Demonstrate depth of knowledge in curriculum frameworks and in the latest instructional methodology.
8. Create processes to provide formal feedback to teachers concerning the effectiveness of their classroom instruction.
9. Systematically and frequently observe classroom activities and engage in conversation with students about their learning.
10. Supervise the implementation of the district testing program at the site.
11. Use the latest and best research to develop, improve and evaluate effective instructional programs.
12. Study and initiate the use of new teaching methods, materials, and technologies; initiate, encourage, and direct experimental and pilot programs of instruction.
13. Coordinate program evaluation and ensure compliance with all local, state and federal programs at the school site.

Personnel Management:

In conjunction with the Superintendent and staff, the Principal will:

1. Provide structures for the development of effective professional learning activities aligned with the school site plan, focused on results, and characterized by collective responsibility for instructional planning and for 21st century student learning.
2. Evaluate teachers and other staff in a fair, equitable, and timely manner and utilizes the results to improve performance.
3. Provide for results-oriented professional development that is aligned with 21st century curricular, instructional, and assessment needs, is connected to school improvement goals and are differentiated based on staff needs.
4. Administer provisions of collectively bargained employer-employee contracts.
5. Assure principles of adult learning theory are used in designing and delivering effective training programs for staff and community.
6. Systematically and personally be involved in the school's professional activities.
7. Assist with the recruitment, selection, assignment and transfer of certificated and classified personnel through coordination with the Assistant Superintendent of Human Resources.
8. Collaboratively develop and enforce clear expectations, structures, rules and procedures for students and staff.

Pupil Services:

In conjunction with the Superintendent and staff, the Principal will:

1. Supervise the safety and welfare of students.
2. Direct disaster preparedness and safety information programs.
3. Implement school and district policies and administrative regulations pertaining to student discipline.
4. Coordinate and participate in the process of recommending students for support programs (i.e., special education, GATE, reading specialist program, and Title I).
5. Assist with transportation issues and problems, in cooperation with the Director of Transportation.
6. Coordinate food service program in cooperation with the Director of Child Nutrition Services.

Finance and Business Management:

In conjunction with the Superintendent and staff, the Principal will:

1. Maintain records and submit reports as required, in a timely manner.
2. Prepare and manage budgets allotted to the school, recommending and controlling expenditures through coordination with the Assistant Superintendent, Business Services.
3. Coordinate with the Director of Maintenance, Operations and Facilities to provide safe and clean learning and working environments at the school site, supervising the maintenance and care of buildings and grounds.

School/Community Relations:

In conjunction with the Superintendent and staff, the Principal will:

1. Establish and maintain positive school-community relations.
2. Demonstrate effective oral and written skills in communicating with students, staff, community, district personnel and Board members in a timely, clear and appropriate manner.
3. Create systems that engage all community stakeholders in a shared responsibility for student success and program development.
4. Serve as educational advisor to the local PTA unit attending all executive board and general meetings.
5. Serve as a member of the School Site Council attending all meetings.
6. Create an environment that empowers parents and other stakeholders to engage and contribute to site decisions.
7. Be accessible to teachers and staff.
8. Maintain high visibility throughout the school.
9. Be proactive in integrating parent and community collaboration in the vision and action planning of the school.

Technology Skills:

In conjunction with the Superintendent and staff, the Principal will:

1. Collaboratively design technology implementation models that provide students access to 21st century tools that support student achievement.
2. Model the use of technology in their position and develop an environment of using technology as part of everyday life.
3. Maintain an awareness of new technologies and explore the potential application to educational settings.

EMPLOYMENT STANDARDS

Education:	Master's degree required with a concentration in elementary education, curriculum or administration; Doctorate preferred.
Experience:	Prior teaching experience in grades K-8; demonstrated leadership abilities at the elementary level. Previous administrative experience desirable.
Credential(s):	Valid California administrative and teaching credentials.
Knowledge and Abilities:	Possess a thorough and current knowledge of curriculum and effective teaching practices, of group dynamics, and of budget management. Has successfully demonstrated the ability to be competent in human relations skills, to communicate well orally and in writing, to be proficient in supervision skills, to be competent in leadership skills, to develop and implement a vision, to establish a school climate conducive to goal accomplishment and to loyally support the district educational philosophy and the district management team.