

SANTEE SCHOOL DISTRICT

PRINCIPAL AND VICE PRINCIPAL

JOB SUMMARY:

The Principal, under the direction of the Superintendent, serves as the chief administrative officer of the school and is responsible for the management, supervision and operation of a school in compliance with the educational, financial and other operational laws and procedures established by the California Education and Administrative Codes and Board Policies of the district. The Principal works with other principals and district personnel in developing and managing programs, materials and activities of the district, including the formulation of district policies. The Principal serves as a district officer in communication between central administration and staff, and interprets district policies and administrative regulations, defining and clarifying educational objectives and stimulating high levels of job performance. The Principal serves as a member of the district's Management Team and participates in district projects as assigned. The Principal also assumes other responsibilities and duties as may be assigned by the Superintendent.

The Vice Principal serves under the direction of the Principal and assists with the instructional program, pupil service functions of the school, including but not limited to, attendance, discipline, student activities, and buildings and grounds. In addition, the Vice Principal shares responsibilities with the Principal for staff evaluations and serves as the Principal in the absence of the Principal. The Vice Principal assumes responsibilities from within the Principal's job responsibilities as directed and supervised by the Principal.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Curriculum and Instruction

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

1. Supervise the educational program and provide curriculum and instructional leadership at the site level.
2. Interpret and implement district-approved instructional programs.
3. Promote the cooperative development of a school site plan which best meets the needs of students and district goals.
4. Demonstrate skill and knowledge in designing, implementing, and evaluating major programs and activities to bring about needed change and higher performance.
5. Apply sound principles of learning theory in developing instructional programs that are of high quality for all students.
6. Demonstrate depth of knowledge in curriculum frameworks and in the latest instructional methodology.
7. Supervise the implementation of the district testing program at the site.
8. Have knowledge of and be able to retrieve, analyze, and sort data in order to make instructional decisions to improve student achievement.
9. Demonstrate research-based instructional leadership practices.
10. Use the latest and best research to develop, improve and evaluate effective instructional programs.

11. Study and initiate the use of new teaching methods and materials, initiate, encourage, and direct experimental and pilot programs of instruction.
12. Coordinate program evaluation and ensure compliance with all local, state and federal programs at the school site.
13. Use effective schools research in developing and implementing a school vision and action plan.

Personnel Management

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

1. Supervise and evaluate staff assigned to the school site, in a timely manner.
2. Administer provisions of collectively bargained employer-employee contracts.
3. Assure principles of adult learning theory are used in designing and delivering effective training programs for staff and community.
4. Observe the operation of classrooms and provide assistance to teachers and students in achieving educational goals.
5. Coordinate and review work of resource personnel and instructional consultants assigned to assist teachers in the instructional program and assigned to work in the school with the instructional program.
6. Assist with the recruitment, selection, assignment and transfer of certificated and classified personnel through coordination with the Director of Human Resources.

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. 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 good 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. Demonstrate knowledge and skill in using collaboration and consensus building in decision-making processes.
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. Use diversified approaches and processes to involve others in generating solutions, predicting consequences and setting priorities.
7. Be proactive in integrating parent and community collaboration in the vision and action planning of the school.

Technology Skills

Demonstrate competency in using electronic media and integrating it into leadership outcomes.

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.

ADOPTED May, 1977
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