

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ELEMENTARY PRINCIPAL

DEFINITION: Under the direction of Superintendent, the Elementary School Principal is the instructional leader and administrative officer and shall administer and oversee the school plant, supervise student activities, provides leadership in the development and implementation of curriculum and the supervision of certificated and classified staff. The Elementary School Principal is responsible for the total operation of the school and school culture and is a member of the Superintendent's Management Team.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

- Oversee and direct all activities related to the school's curriculum, programs, personnel, and facilities in accordance with State, County and District regulations, policies, and procedures
- As a member of the Superintendent's management team, support district-wide efforts to improve teaching and learning; build sound relations with the District Office
- Provide leadership in curriculum, instruction guidance, and support services
- Set and maintain high expectations for faculty, staff and students, with a focus on continuous improvement in teaching and learning
- Establish a school wide culture conducive to excellence in learning and one that supports the growth and development of all students
- Observe and evaluate certificated and classified staff, curriculum development and implementation, instruction and the improvement of instruction
- Articulate the elementary school's curricular program and outcome with that of the middle school
- Lead and train staff in the use of student assessments and interpreting results to inform decisions about curriculum, special programs, instruction, and professional development
- Provide and support professional development for all staff
- Assure equity in all programs
- Administer and supervise the student discipline program
- Organize, direct and supervise the student activities program
- Develop and implement a system where the educational program and activities of the school are regularly communicated to parents
- Responsible for development of the master schedule
- Participate as the lead panel member for school site employee interviews and recommendations to Human Resources; provides orientation, training, and support for new employees at the school
- Work with guidance counselors in testing, program planning, monitoring, and in other appropriate guidance activities
- Responsible for all activities related to the health, education and welfare of all students within the school
- Lead faculty meetings, attends PTA meetings, School site council, advisory committees, School Board and others as requested beyond the regular work day
- Coordinate student testing programs
- Assists with IEPs, Student Study Teams and 504 plans
- Responsible for implementing drug, alcohol, tobacco and anti-bullying programs, the school safety and following the district safety plan for overall school safety

POSITION TITLE: ELEMENTARY PRINCIPAL, Continued

- Responsible for the continuing implementation of school wide technology
- Responsible for all pupil personnel activities including discipline referrals from staff
- Responsible for school finance and budget preparation
- Responsible for the routine administrative details of the office, including the keeping of a school calendar, maintenance of pupil personnel records, attendance accountability , staff files, monitoring volunteers, and the control of school keys
- Maintain direct and cooperative working relationships with other district level administrators
- Perform additional duties assigned by the Superintendent

QUALIFICATIONS

Knowledge of:

- Grade level curriculum, instructional strategies and assessment
- Principles and practices of leadership, management, supervision and training
- Curriculum design, planning, development, implementation and evaluation
- Current State curricular standards
- Pertinent laws and regulations
- Data analysis and utilization
- District organizational systems
- School wide student discipline program implementation
- Conflict resolution, time management and organization
- Managing a school facility

Ability to:

- Establish positive rapport with students, staff, parents and community
- Work effectively with students having academic or behavioral difficulties
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the goals
- Prioritize, organize, and multi-task
- Coach and mentor staff using a reflective approach for dialogue to reach collaboration and/or consensus
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Establish and maintain working relationships and work collaboratively with other administrative leaders in carrying out the work of the District
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively in English both orally and in writing
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused during interruptions and distractions
- Meet deadlines and schedules
- Display tact and courtesy; understand and be sensitive to cultural diversity
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Serve on all committees as directed by the Superintendent

POSITION TITLE: ELEMENTARY PRINCIPAL, Continued

EDUCATION AND EXPERIENCE

- Baccalaureate Degree, Master's Degree is desirable

- Possession of a Valid California Administrative Credential
- Possession of a Valid California Teaching Credential
- Demonstrated successful teaching and administrative experience with increasing responsibility, in the assigned grade level preferred
- Valid CA Driver's License

PHYSICAL REQUIREMENTS: Incorporated within one or more of the essential functions of the position are the essential physical requirements

- See, for purposes of working on the computer, observing support staff and reading materials, reports, budgets and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio.
- Sit, stand, and walk for extended periods of time, and occasionally run
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 40 pounds and occasionally 80 pounds
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach in all directions

WORKING CONDITIONS:

Indoor/Outdoor environment, standing and walking for prolonged periods of time; office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans with Disabilities Act regarding reasonable accommodation procedures.