

Maxwell Unified School District  
515 Oak Street  
Maxwell, Ca. 95955  
530-439-2291  
FAX 530-438-2693

## JOB DESCRIPTION – SITE PRINCIPAL

### **DEFINITION:**

This is a management position under the direction of the district Superintendent. The elementary Principal serves as an educational leader and chief executive of the elementary school. The elementary school Principal is responsible for the instructional program, operation of the school plant, participation in staff and student activities and exercise of leadership in the community.

### **DUTIES:**

#### **I. CURRICULUM AND INSTRUCTION:**

- A. The principal is responsible for the direction, coordination, guidance, and assessment of the instructional program.
  - 1. Provides leadership in continuing in-service training of the staff.
  - 2. Administers and facilitates instruction and curriculum objectives.
  - 3. Provides information and direction regarding new developments and trends in the education field.
  - 4. Provides continuous supervision of the regular and supplemental instructional programs within the school under his/her jurisdiction.
  - 5. Directs and assists in the selection and use of curriculum materials.
  - 6. Assists staff in review, evaluation, and refinement of methods for meeting individual differences.

#### **II. PERSONNEL MANAGEMENT:**

- B. The principal is responsible for the management of personnel in his/her building.
  - 1. Provides for effective utilization and evaluation of certificated and classified personnel.

2. Communicates and interprets policies, programs and activities to staff.
3. Makes wise and effective use of auxiliary personnel.
4. Is prompt and thorough in the administration of state and district regulations and directives.
5. Assists in the selection and assignment of new personnel to his/her site staff.

### **III. PUPIL PERSONNEL:**

- A. The principal is responsible for the pupil personnel services program.
  1. Provides a varied program of activities designed to foster increased involvement in the school program to foster positive student attitudes.
  2. Is aware and takes appropriate action concerning student welfare and attendance problems. The principal is also required to make referrals to the Student Attendance Review Board (S.A.R.B.).
  3. Provides for the administration of pupil assessment procedures and interpretation of resulting data. The principal is to act as site coordinator of the STAR –9 tests and is responsible for passing and collection of the materials in accordance with state guidelines.
  4. Promptly and effectively attends to pupil-parent concerns.

### **IV. FINANCE AND BUSINESS MANAGEMENT:**

- A. The principal is responsible for the business management of his/her school.
  1. Keeps necessary records, submits reports, accounts for monies and property, and performs all other obligations mandated by law, board policy, administrative directives, and other tasks assigned by the Superintendent.
  2. Administers the budget efficiently and effectively.
  3. Is effective as a plant manager.
  4. Is effective as an office manager.

### **V. SCHOOL COMMUNITY RELATIONS:**

- A. The principal is responsible for positive community relations/
  1. Interprets school district programs effectively.
  2. Participates in community activities.
  3. Effectively involves parents in school programs and activities.
  4. Fosters an awareness of community needs with staff.

**VI. PROFESSIONAL GROWTH AND DEVELOPMENT:**

- A. The principal is responsible for promoting professional growth and development.
1. Promotes the professional growth of staff through personal conferences, staff meetings, and in-service programs.
  2. Keeps abreast of current trends in education.
  3. Maintains a professional attitude while supporting the Board of Education's policies and administrative decisions.

**VII. SUPERVISION:**

Under the direction of the Superintendent will perform other duties as assigned.

**VIII. REQUIRED QUALIFICATIONS:**

- Must possess a valid California Teaching Credential and have a minimum of five years of successful teaching.
- Must possess a valid California Administrative Services Credential.
- Principal must keep current all teaching and administrative credentials during tenure in the district.
- Must possess a valid California Driver's License.

Board Approved: 11/12/00