

	TEACHING PRINCIPAL (ELEMENTARY)	Certificated Position Initial Date: February 12, 2013 Board Approval: February 12, 2013 Revision Date: N/A Range: Administrative Salary Schedule Reports to: Assistant Superintendent, Educational Services or Designee
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POSITION DESCRIPTION:

Under the direction of, and reporting to the District Superintendent or designee, the Teaching Principal (Elementary) is a full-time non-represented position in the management employee group. As a visionary educational leader in the district, the Teaching Principal must plan, organize and manage the overall instructional program in alignment with the state curriculum standards and frameworks, Education Code, and policies of the Board of Trustees. While responsible for the areas of instruction, curriculum development, supervision and evaluation of the teaching staff, staff development, student programs and student discipline, the Teaching Principal will also provide part-time teaching duties.

DUTIES AND RESPONSIBILITIES:

1. General

- a. Serve as an educational leader of the district and the school.
- b. Develop and nurture strong collaborative relationships among and between students, parents, faculty, staff and community. Communicate effectively with students, teachers, parents, and school district staff regarding educational, behavioral and other district-related issues, problems and concerns.
- c. Knowledge of all applicable state standards, frameworks, guidelines, and procedures; district and school organization, policies, objectives and operations including State and Federal laws, codes, rules and regulations pertaining to grade levels within K-8 education.
- d. Ensure the highest quality academic and social experience for students through curriculum development, maintaining qualified and committed teachers and staff, involvement with the Home-School Club, School Site Council (SSC), and meeting state standards.
- e. Provide the general supervision and discipline of students including conflict resolution.
- f. Teach effectively to an assigned group/grade level.
- g. Prepare for and present to the Board of Trustees as requested by the Superintendent.
- h. Plan for the most effective use of curriculum materials, instructional supplies, and equipment.
- i. Accepted practices for the supervision, mentoring and evaluation of school staff in accordance with the district's adopted uniform guidelines for evaluation and assessment.
- j. Maintain ongoing communication with the faculty and staff to develop solidarity and support for the school and District's long-range goals as well as day-to-day operations.
- k. Provide direction and make assignments for the school staff including certificated and classified personnel.
- l. Promote with all staff and students the value of treating everyone with dignity and respect.
- m. Coordinate and provide direction/supervision for the school's co-curricular and extra-curricular activities which include but are not limited to: Student Activities, Field Trips, Performing Arts, Assemblies, School Publications and Student Fund Raising.
- n. Perform other related duties, as assigned.

2. Curriculum

- a. Knowledge of current principals and strategies in the areas of curriculum, instruction and assessment of children in grade levels within K-8.
- b. Collaborate with the teaching staff and parents to develop and implement high quality curriculum, instruction and assessment procedures and practices.

- c. Cooperate in district-wide articulation efforts and delivery of curriculum design.
- d. Responsible for the selection and use of instructional materials, textbooks and assessment instruments.
- e. Responsible for student and program assessments and evaluations providing an ongoing assessment of student needs.
- f. Demonstrate leadership and support of the educational and administrative philosophies of the District.

3. Community Relations:

- a. Serve on the appropriate committees and organizations to assure the interests of the school are properly represented.
- b. Establish and maintain effective working relationships with students, parents, community members, outside agency personnel and other interested school stakeholders.

4. Finance:

- a. Maintain the accuracy and integrity of the school budget, assuring proper use and distribution of monies generated through block grant, categorical programs, special projects, and grant funds.
- b. Secure additional finances through grants, endowments and other fund-raising sources as needed to augment programs and projects.
- c. Facilitate an understanding of the school budget with staff and community.

5. Personnel:

- a. Participate with staff and other principals to plan and design appropriate staff development.
- b. Act as a resource to the faculty in instructional matters and classroom management techniques.
- c. Establish and maintain effective working relationships with others promoting staff morale and commitment.
- d. Respect and maintain professional confidences and loyalties.
- e. Use appropriate professional channels for communicating personal/professional concerns.

6. Professional Obligations:

- a. Has an earned reputation of honesty, integrity, trust and compassion, and exemplifies the highest professional, moral and ethical behaviors.
- b. Provide educational vision and inspiration to the district.
- c. Formulate and execute the academic and social policies of the school to ensure the implementation of the District's long-range goals and vision in cooperation with the faculty, staff, and parents.
- d. Communicate effectively across a wide variety of audiences and situations.
- e. Work with parents to promote good relations between home and school.
- f. Strive to improve management and administration skills and abilities.
- g. Keep aware of educational/personnel trends and developments and employ such information in the school program.
- h. Maintain professional association memberships and represents the school/District on professional committees.
- i. Work closely and cooperatively as a member of the District management team.

7. Education:

- a. Any combination equivalent to: Master's or Doctorate Degree from an accredited institution of higher learning, preferably in K-8 education, administration, or a closely related field; and three or more years of successful teaching experience.
- b. Previous administrative experience is preferred.

8. License or Certification:

- a. Possession of an appropriate education credential with EL Authorization and an administrative credential is required, or is eligible for a clear Administrative Services credential issued by the California Commission on Teacher Credentialing.
- b. Must be NCLB compliant.
- c. Possession of a valid California Drivers License. Must maintain insurability.
- d. First Aide and CPR certification.

9. Employment Standards:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

10. Working Conditions

Environment:

Primarily indoor working environment

Physical Demands:

- a. Sitting or standing for extended periods of time
- b. Seeing, hearing and speaking to exchange information
- c. Lifting, carrying, pushing or pulling
- d. Dexterity of hands and fingers
- e. Moderate to high stress level