



Central Union School District
Lemoore, CA

CENTRAL UNION SCHOOL DISTRICT
Principal

JOB DESCRIPTION

ESSENTIAL FUNCTION

Responsible for providing a quality educational program for the students in the school. The overall responsibility is to provide leadership and coordination which will encourage staff, the community, and the pupils to work together toward the best school program which they can conceive within the existing pattern of organization of the school system.

DIRECTLY RESPONSIBLE TO

District Superintendent

IMMEDIATE SUBORDINATES

Certificated and classified staff assigned to the school

DUTIES AND RESPONSIBILITIES

- Confer with and recommend to the District Superintendent any changes in personnel, either promotion, dismissals, or hiring
- keep the District Superintendent completely and continuously informed as to the conditions of the school and the activities therein
- perform other appropriate duties, as assigned by the District Superintendent, during the school year
- be responsible for school accounts, such as, pupil attendance records, student body funds and student cumulative records
- Approve all orders for supplies, textbooks, equipment and material necessary to the operation of the school in accordance with the budget allocations
- arrange the schedules and assignments for teachers, both in the classrooms, on the playgrounds, and release time for teachers to attend district meeting if substitutes are available and call all short day sessions and make changes in schedule as deemed necessary
- coordinate and implement bus evacuation drills, fire drills, fund raising, parent organization, school programs and exhibits, site council special education, staff meetings
- keep a record of all certificated and classified absences and file a report twice a month with the District Superintendent
- be responsible for the assignment of the teaching staff within the school
- supervise and evaluate all certificated and classified personnel assigned to the school
- be responsible for the classification, or retention of students within the school
- complete supervision of the student discipline during the time that the school is responsible for the student
- delegate to the teachers their responsibilities regarding pupil behavior, in and out, of the classroom
- develop the curriculum, plan and adapt the course of study to meet the needs and interests of the students
- appraise and evaluate the instructional program
- participate in conferences, workshops, inservice sessions and informal meeting related to position and job description

- promote harmonious school-community relationships
- coordinate efforts with district nurse which promotes the health, safety, and welfare of students
- be responsible for the proper care and use of buildings and equipment
- grant the use of school facilities for community purposes under such terms as the Board of Trustees may establish
- make recommendations for building and grounds upkeep to the head district maintenance man
- coordinate efforts with the transportation supervisor of the efficient and safe operation of the transportation program when required.

QUALIFICATIONS

Knowledge of:

State frameworks, K-8 curriculum, courses of study, and curriculum standards, California state school law; instructional evaluation techniques; effective personnel management; operation of effective staff inservice; effective educational methods and techniques.

Ability to:

Communicate, be the school's instructional leader; evaluate personnel performance effectively, establish and maintain effective relationships with people; coordinate activities.

Education and Experience:

Appropriate Administrative Credential, Masters Degree, five years successful teaching experience in the elementary grades.

Clearance Information

- TB Test clearance
- Criminal Justice Fingerprint clearance
- Valid Driver's license and insurability

Salary and Work Year Information:

Management Salary: Principal

Work Year: 200 days, July 1 through June 30

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.