

Beaumont Unified School District

JOB DESCRIPTION

<u>TITLE:</u>	Principal K-8	<u>CLASSIFICATION:</u>	Certificated Administrator
<u>REPORTS TO:</u>	District Superintendent	<u>SALARY SCHEDULE:</u>	125
<u>WORK YEAR:</u>	217 Days		

GENERAL DESCRIPTION:

Under the direction of the superintendent, serve as the instructional leader and chief administrator of a K-8 school; plan and direct the instructional programs and school site operations; participate in staff, student and community activities; organize, direct, evaluate, and supervise assigned certificated and classified staff.

JOB DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates and directs instructional activities, extracurricular events, special programs, and site operations at an assigned school; **E**
- Organizes, administers, and directs operations of the school site; develops and administers the school budgets; assures proper allocation of funds for instructional and non-instructional equipment and materials; **E**
- Establishes and maintains communication with community agencies and parent groups; maintains community relationships as a means of furthering the school program; **E**
- Develops, implements, and evaluates the School Plan for Student Achievement (SPSA) on an ongoing basis to establish short and long term goals and objectives for student learning and plans to improve school operations; **E**
- Provides leadership to the staff in determining objectives and identifies school needs as the basis for developing short and long range plans for the school; **E**
- Conducts and arranges staff development and in-services; serves as the communication link between site and District personnel; updates staff on revised policies and procedures and implements changes; **E**
- Attends a variety of workshops and conferences to enhance leadership and management capabilities; shares and exchanges information and maintains current knowledge of the educational field; **E**
- Directs, coordinates, implements, and evaluates instructional programs in accordance with state and federal laws, district regulations, and other specially funded program requirements; **E**
- Directs the preparation and maintenance of a variety of mandated records and reports regarding student attendance, welfare, discipline, safety, and academic achievement; **E**
- Reviews, clarifies, and interprets programs and curriculum; communicates with teachers to ensure instructional programs meet student needs and District requirements; **E**
- Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines; **E**

- Organizes, directs, evaluates, and supervises certificated and classified personnel at assigned location; assists in the evaluation of itinerant personnel assigned to the school; assigns staff as appropriate to meet school objectives; **E**
- Participates in the development of the master calendar and master schedule of the school; ensures calendars and schedules meet state requirements; works with staff to develop and distribute calendar and schedule information to students and families; **E**
- Identifies and encourages teachers with leadership potential; recommends discipline and reassignment or termination action as appropriate; documents evidence of substandard performance; **E**
- Ensures the health, safety, and welfare of students; confers with Assistant Principal, teachers, parents, and students regarding serious discipline problems; administers discipline in accordance with District policies; **E**
- Attends parent and other group meetings; provides supervision for afternoon and evening activities; **E**
- Establishes and supports an effective and positive learning environment at the school; **E**
- Monitors instructions with regular classroom visits; **E**
- Conducts staff meetings and collaboration activities; **E**
- Meets and confers with a variety of groups and individuals including parents, representatives, District personnel, courts, law enforcement officials and other authorities concerning individual students and instructional programs; **E**
- Conducts fire drills and implements emergency preparedness procedures; **E**
- Maintains high standards of student conduct and enforces discipline as necessary, according to due process rights of students; **E**
- Implements and observes all board policies and administrative regulations; **E**
- Performs related duties as assigned.

E = *Essential Function*

JOB REQUIREMENTS/QUALIFICATIONS:

Education:

- Possession of a valid California Teaching Credential;
- Possession of a valid California Administrative Services Credential;
- Master's degree is required.

Experience:

- Five (5) years of teaching experience required;
- Five (5) years site administrative experience in both Elementary and Middle School preferred.

Licenses, Certifications, and Testing:

- Pre-employment physical and drug test;
- Current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- Must possess a valid California driver license during the course of employment and be insurable by the District's liability insurance carrier.

Knowledge of:

- Effective principles of teaching and learning in all levels of school programs;
- Standard office equipment, computer applications including Microsoft Office, Google platform, and expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing;
- School law administration and applicable sections of the State Education Code and other applicable laws;
- Board and District policies, procedures, and regulations;
- Principles and practices of administration, supervision, and training.

Skills:

- Strong communication, managerial, and leadership skills;
- Excellent communication and interpersonal skills, with the ability to engage and work closely with a wide range of stakeholders;
- Planning and managing complex projects;
- Use English in both verbal and written form, utilizing correct spelling, grammar, punctuation, and vocabulary;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Problem solve and think critically;
- Operate a computer and assigned office equipment;
- Function effectively in a diverse school community;
- Demonstrate strong communication, managerial and leadership skills;
- Follow directions and work as a productive component of a highly functioning administrative team;
- Work on site during the hours required;
- Motivate and support staff in reaching high levels of academic success;
- Motivate stakeholders to implement District vision, board priorities and District goals;
- Demonstrate a willingness to learn and remain current on educational research, best practices in instruction, curriculum, and assessment;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow oral and written instructions in English;
- Learn and support new and fast changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, and courteous demeanor at all times;

- Create an environment where children from diverse backgrounds are comfortable and experience success;
- Build relationships with families;
- Maintain flexibility, exhibit integrity, and exercise mature judgment;
- Display interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public;
- Model District standards of ethics, confidentiality, and professionalism.

PHYSICAL ABILITIES AND WORKING CONDITIONS:

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
0-2	3-4	4-5	6-8	N/A
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