

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE: SCHOOL PRINCIPAL**

### **PRIMARY FUNCTION:**

The site principal is the instructional leader of the school. As instructional leader, the principal defines and communicates the educational vision for the site, manages curriculum and instruction, supervises all teaching, monitors student learning, and creates a positive climate in which learning is valued. The site principal is responsible for the administration of the school within the rules, policies, and regulations established by the Governing Board, and reports to the Superintendent.

### **RESPONSIBILITIES:**

#### **INSTRUCTIONAL LEADERSHIP**

- Establishes a positive school climate
- Knowledgeable about education theory, educational research, curriculum development, and contemporary educational issues
- Knowledgeable about California's Academic Content Standards
- Utilizes a variety of sources of data to assess the effectiveness of the instructional program including analysis of student performance data and frequent, on-going implementation of observations in classrooms
- Through a variety of strategies, assists staff in the of a systematic approach to continuous improvement of the site educational program
- Implements an educational vision for the school which has been developed with input from staff and parents
- Implements the District's technology education plan
- Designs and implements staff development strategies to improve student achievement and address site/district curriculum goals/priorities
- Coordinates the development of and implements the goals of the District and Site Strategic Plans
- Working with site stakeholders, develops and implements a school-wide student discipline program that promotes student achievement
- Knowledgeable about state and federal laws regarding special education and Section 504 of the Americans with Disabilities Act
- Knowledgeable about effective instructional strategies for special needs students including special education students, English Language Learners and gifted students

#### **PERSONNEL MANAGEMENT**

- Evaluates certificated and classified employees in a competent, timely manner
- Motivates staff to improve the site program and student achievement
- Motivates staff to work collaboratively as a team
- Involves staff in decision making appropriate to the situation
- Guides the school site hiring process

## **COMMUNITY RELATIONS AND INVOLVEMENT**

- Demonstrates ability to create a friendly learning environment that makes children, parents, staff, and the community feel welcome
- Skillfully and appropriately involves parents and community in school activities
- Encourages parents to participate in PTA, School Site Council, and Foundation activities
- Provides parent education opportunities to enhance and extend student learning beyond the school day
- Assists parents with enrollment information

## **COMMUNICATIONS**

- Establishes and maintains highly effective oral and written communications with all stakeholders
- Communicates District/Site program information to parents, staff and students in a timely manner
- Publishes quarterly news updates to parents
- Encourages web-based communication with all stakeholders
- Uses proactive strategies to regularly communicate the accomplishments of staff/students to parents and community

## **BUDGET, PLANT, AND SAFETY MANAGEMENT**

- Practices sound budgetary management at school site
- Uses established business practices as described by auditors, business manager, and superintendent
- Ensures that the school plant is safe, clean, attractive and conducive to a high quality instructional program
- In conjunction with the District Maintenance Supervisor, effectively manages the school site custodial/maintenance program
- In conjunction with the District Maintenance Supervisor, effectively manages the school site safety program (including supervision)

## **FUNCTIONS AS A MEMBER OF THE DISTRICT'S MANAGEMENT TEAM**

- Works cooperatively with District and site personnel
- Supports and carries out Board/Superintendent directives/policies
- Attends and participates in District staff development and Management Team activities
- Carries out District level responsibilities as assigned by the Superintendent

**QUALIFICATIONS:**

- Masters Degree Required
- Must hold valid Teaching and Administrative Credential
- Must have a strong record of instructional leadership as a teacher and as an administrator
- Previous experience as a Principal or Assistant Principal desired
- Must possess outstanding oral and written communication skills

**TERMS OF EMPLOYMENT:**

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Certificated Administrators-Principal Salary Schedule.