

SAN JOSE UNIFIED SCHOOL DISTRICT
San Jose, California

Title: Principal, Elementary School

Reports to: Director, Elementary Educational Services

Supervises: School Site Certificated Staff; School Site Classified Staff

Job Goal: To serve as the educational leader and chief executive of the school; to manage the instructional program, the school plant, staff and student activities, and community relations.

Performance Responsibilities:

1. Organize time and resources to ensure the completion of multiple assignments in a timely manner.
2. Assume responsibility for facility and safety management.
3. Develop and monitor multiple budgets and resources, including grants, fundraising and student body accounts.
4. Analyze problems and make appropriate decisions.
5. Establish, implement, and evaluate school policies and procedures that are consistent with District, State and Federal requirements.
6. Recruit, screen, interview, hire and train certificated and classified personnel.
7. Supervise and evaluate certificated and classified personnel at the school site by providing regular and timely feedback.
8. Schedule, train and monitor part-time classified and volunteer personnel.
9. Establish and maintain effective communication and public relations with District, school site personnel, students, parents, businesses and community.
10. As the instructional leader ensure an instructional program sensitive to the needs of all students.
11. Actively participate in program of personal professional growth.
12. Develop, implement, monitor and evaluate the instructional program that meets the diverse needs of all students and is consistent with District, State and Federal policies and procedures.
13. Establish and maintain a positive learning climate, including an effective discipline plan.
14. Plan, coordinate, and evaluate the total program of student services including guidance, special education, counseling, SST's and community agencies.
15. Manage student placement and student activities, including supervision, assemblies, service clubs, after school activities and special events.
16. Perform other responsibilities as assigned by the Superintendent or designee.

Qualifications:

1. Appropriate California Administrative Credential.
2. Master's Degree.
3. Five years of successful teaching experience at appropriate level(s).
4. Demonstrated leadership skills and organizational skills.
5. Demonstrated written and oral communication skills.
6. Ability to relate well to students, staff and parents.
7. Physical and emotional stamina.

Terms of Employment:

Salary Placement: Appropriate level and step of Administrative Salary Schedule
Work Year: 211 days

Evaluation: Performance evaluation will be in accordance with the provisions of the Administrator Evaluation Process.