

Foresthill Union School District

JOB DESCRIPTION Principal

Purpose:

Under the direction and oversight of the District Superintendent, the Principal directs and coordinates the educational, administrative, and counseling activities of the elementary school. He/she provides instructional and administrative leadership at the school site over curriculum, budget, operations, guidance, students, and staff. He/she participates in formulating district policy and provides a link between the district and the community. Reporting to the position of Principal are the following certificated and classified titles: Counselors, Library Staff, Teachers, School Site Secretaries and Clerks, Para Professionals/ Instructional Aides, Campus Supervisors, and Custodial Staff. This position is responsible for the overall direction, coordination, and evaluation of these positions. The Principal carries out management responsibilities in accordance with the District's policies and applicable laws. Responsibilities include employee selection process, training, planning, assigning, and directing work; evaluating performance; supervising employees; and addressing complaints and resolving problems as they arise.

Essential Job Functions and Responsibilities:

- Facilitates meetings (e.g., curriculum, safety, site council, special district committees, etc.) and coordinates activities to achieve school, district, and state objectives
- Efficiently manages the workload, including delegating responsibility for a variety of administrative functions to other school personnel
- Develops, maintains, and monitors school-related budgets for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent, as well as to ensure adherence to established internal controls
- Evaluates assigned personnel to ensure that student and staff desired outcomes are achieved
- Facilitates communication between personnel, students, and parents, keeping all educational partners well-informed, assessing situations, solving problems, and/or resolving conflicts
- Provides direction and complies with mandated requirements, ensuring implementation and advisement of policies, procedures, and/or processes
- Manages school administrative functions (e.g., facility maintenance, budget, staffing, etc.) and maintains safe and efficient school operations within the district guidelines
- Prepares a wide variety of materials (e.g., quantity reports, student activities, correspondence, etc.), including documenting activities, providing written references, and conveying information

- Collects, analyzes, and disseminates information and data to evaluate, strategically plan, and maintain overall transparency, engaging educational partners' feedback and ensuring adherence to established internal controls
- Maintains ongoing community support and engagement in educational goals and issues related to the school environment
- Represents the school within community forums and events
- Develops and facilitates yearly data-informed and collaborative professional growth plans focused on the overall objectives of the school's curriculum and district mission
- Orientates and assists new staff, students, and families
- Provides authentic opportunities for meaningful engagement from all stakeholder groups in the school program
- Develops and endorses a culture of evidence-based instruction, intervention, and collaboration, providing ongoing coaching and evaluation to measure and improve effectiveness, impact on student learning, success, and highly-engaging learning experiences for all students and staff
- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment

Minimum Qualifications:

Education, Certifications, and Licenses:

- Valid California Teaching Credential
- Valid California Administrative Services Credential
- Valid California driver's license

Employment Eligibility:

- A successful candidate must provide proof of employment eligibility and verification of the legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Experience:

- Any combination of education and/or experience equivalent to: Master's Degree or higher from an accredited college or university graduate and
- Minimum of three (3) years of teaching experience (grades K-8 preferred)

Knowledge of:

- California content frameworks and standard
- Numerous, proven, successful instructional practices
- Leadership skills, management strategies, and community-building techniques
- Local policies, state and federal laws relating to minors
- Microsoft Word, Excel, Powerpoint, Google Platforms

Ability to:

- Provide effective instructional leadership
- Cultivate nurturing and safe learning based on high expectations for all students and staff
- Develop collaborative, professional learning communities

- Analyze data and use it to make informed decisions
- Provide professional development and coaching to teachers
- Distribute leadership among administrators, teachers, staff, students, parents, and community partners
- Effectively manage staffing, scheduling, budget, facility, and other administrative responsibilities
- Build and lead the school community in attaining community, school-based, district, state, and federal goals
- Use databases, web-based tools, the internet, and other technologies
- Calmly, respectfully, and efficiently handle crises and solve problems
- Effectively communicate orally and in writing
- Manage competing priorities and time.

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching; reaching, handling, touching and/or feeling
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table, or in meetings of various configurations for extended periods of time
- Facility to lift and carry up to 25 lbs. without assistance

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers

FLSA Status: Exempt

Employee Group: Confidential Management

Salary Grade: Confidential Management Salary Matrix - Principal

Contract Days: 210

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

Board Approved: 03/14/2023