

**ELEMENTARY PRINCIPAL II  
(Coordinator, Academic Excellence)****DEFINITION:**

Under the direction of the Director of Elementary Education, perform in a single or dual role to coordinate District programs and/or serve as an educational leader and chief executive of a school responsible for the planning, coordination, and directing of activities and programs related to the administration of the elementary school according to State and District mandates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide leadership to the professional staff in determining objectives and identifying school or program needs as the basis for developing long and short range plans for the school(s); coordinate site selected and mandated assessment instruments and programs; utilize data to create/revise goals and to allocate resources.
- Lead the overall instructional program at the school and provide District leadership for the District wide program(s) assigned; interpret and implement the District approved curriculum program in the light of individual school needs; provide for appropriate facilities, equipment and supplies.
- Screen, select, assign, supervise, and evaluate performance of certificated and classified staff members; motivate employee performance and enhance morale.
- Assist in planning, organizing, implementing District staff development and training; provide guidance to teaching staff in the implementation of the State frameworks, standards and SVUSD curriculum; encourage and support professional growth for all staff members; participate in own professional growth.
- Assign all students in such a way as to encourage their optimal growth and make periodic appraisals of their progress; advise, counsel, and assist instructional, support, and ancillary personnel in problem solving activities pertaining to student performance and behavior to determine appropriate solutions.
- Attend Student Study Team and Individual Educational Planning meetings, as appropriate; maintain liaison with District student services personnel, including psychologists, speech therapists, nurses, etc.
- Coordinate and manage support programs at the school for students with special needs.
- Oversee the supervision of student enrollment, records, attendance and health requirements.
- Plan, schedule and supervise student activities.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of the students as established by District policies and State law; provide for the implementation of appropriate student discipline.
- Maintain effective community relations; serve as the primary source of information to the respective community; initiate and implement communication to parents regarding all phases of the education program; carry out a program of community relations as a means of taking the initiative in interpreting and furthering school programs through parent groups and other community organizations.
- Serve as a District officer in the communications between the central administration and all building employees in the school and interpret, support, and implement District and State policies and procedures.
- Responsible for the entire operational effectiveness of the school and assigned program(s); plan, supervise and direct the business operation of the school in accordance with District policy and procedures.
- Oversee budget planning and expenditure control process for site and or assigned program(s).
- Perform other duties as assigned.

**QUALIFICATIONS****Knowledge of:**

Child development; procedures, methods and strategies pertaining to the administration of an elementary school; State standards, curriculum and instruction; school safety, discipline and supervision; Education Code, local policies, and State and Federal laws relating to minors; technology; contract management; methods and procedures of supervision and evaluation; current educational theories and practices.

Ability to:

Plan, organize and direct school operations; communicate effectively, both orally and in writing; establish and maintain effective working relationships; demonstrate effective leadership; manage, supervise, motivate and train personnel; analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks.

Experience:

Minimum of three years of successful school teaching, preferably at the elementary level. Two or more years of successful administrative experience, preferably at the elementary level.

Education:

A Master's degree from an accredited college or university.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and administrative credential, and possession of a valid California driver's license.

Board Approved: October 8, 2002