



**JOB DESCRIPTION
ELEMENTARY PRINCIPAL**

Range D – Elementary Certificated Administrators Salary Schedule (210 Work Days)

POSITION DESCRIPTION: Under the direction of the Deputy Superintendent, serves as the educational leader and chief administrator of a K-5 school; administers and supervises the total school program, providing educational leadership for students and staff members that affects change and is consistent with the educational goals of the district; organizes, directs, supervises and evaluates site personnel; participates in staff, student, and community activities; oversees school site operations. Bilingual and bicultural highly desired.

Educational Leadership

- Establishes a shared inspiring vision for the K-5 school that is aligned with the Road to Deliberate Excellence, vision and policies of San Rafael City Schools
- Establishes positive relationships with teachers, staff, parents and students with an attitude of appreciation, respect, and the highest level of professionalism; collaborates with Site Leadership Team, all staff, parents, and community when decisions affect them but is appropriately decisive; develops and recognizes teacher/staff leaders; acknowledges employees who exceed performance expectations; provides for school, students, and staff celebrations so high performance, customs and traditions can be honored
- Demonstrates innovation, leadership and expertise specifically in the areas of K-5 research based pedagogy toward rigor and academic achievement
- Leads instructional staff in aligning curriculum, instruction, and assessment with the district identified college/career ready milestones identified in the district's strategic plan, Roadmap to the Future, as aligned with the Common Core State Standards; identifies, implements, and monitors school-wide strategies that challenge high achievers and accelerates learning for historically underserved and low achievers; incorporates cultural responsive strategies that appreciate and recognize diversity;
- Oversees scheduling and implementation of a rigorous academic program for all students that provides educational opportunities to meet the district's vision of college and career readiness
- Drives and supports implementation of the District's strategic plan, sets the tone and culture of the school, and ensures school-wide accountability for student achievement
- Acts as a resource to all staff in the development and implementation of effective research-based programs through formal and informal structures in order to make positive, innovative changes over time while maintaining program continuity, quality, rigor and comprehensiveness
- Maintains a data-driven accountability system that sets, measures and publicly reports progress toward annual and long-term goals and interim targets
- Partners with other district principals and schools in educational initiatives, grants, and specialized support and volunteer programs to meet the unique needs of the school community
- Participates in activities to enhance personal and professional development, including District leadership development opportunities; expands use of technology; demonstrates and utilizes a variety of group process and facilitation skills; prepares and implements an annual individual professional development plan after self-reflection and input from supervisor; increases understanding and use of best professional practices.

School Culture

- Creates an engaging and positive school culture and climate that supports student learning and is inclusive of all stakeholders
- Facilitates a caring learning community where students and adults feel safe, connected and respected
- Influences a school culture conducive to continuous improvement for students and staff; fosters, recognizes, and supports ethnic, cultural, gender, economic, family, and human diversity throughout the school community, while

striving to provide fair and equitable treatment and consideration for all; promotes, maintains and fosters a harassment free environment.

Management & Organization

- Supervises, observes, coaches, and evaluates school staff; models District standards of ethics and professionalism; follows District policies and the collective bargaining agreements in evaluation of teachers/staff; visits classrooms and uses observation data to give feedback to teachers and to document performance; monitors, assists, and evaluates staff implementation of school improvement plans and effective instructional and assessment practices; accesses resources and people to assist instructional staff; provides for the professional development needs of teachers and staff; takes appropriate steps when employees do not meet performance expectations or engage in misconduct; encourages staff to engage in learning; increases understanding and use of best professional practices
- Manages site operations; communicates effectively verbally and in writing; increases understanding and use of current professional skills in technology, systems thinking and other areas; develops systems, personally and within the school, that cause the school to operate efficiently; equitably distributes responsibilities to staff matching strengths with duties, when possible; solves problems effectively and mediates conflict when it occurs; seeks assistance from the district administration in a collaborative manner; makes day-to-day decisions needed to run the school

Parent & Community Engagement

- Assists with the development of effective community relationships; seeks community support to form new partnerships as aligned with the district's mission, vision, and strategic priorities; fosters relationships with other organizations and partners; involves staff in partnership activities; promotes the school to attract enrollment; maintains positive media relationships; is responsive to parent concerns
- Develops and maintains an atmosphere of equity, transparency, confidentiality and trust
- Actively engages parent participation, cooperation and support for student achievement
- Creates and promotes a wide range of options and opportunities for parents to be valued partners in their child's education and the school
- Interacts with parents on a regular basis and maintains a variety of communication methods to provide timely and important information
- Plans and/or conducts regular parent meetings, trainings and information sessions

KNOWLEDGE, ABILITIES & EXPERIENCE

- Demonstrated knowledge of instructional leadership, curriculum development, program design, teaching and learning, and student services at the elementary level
- Knowledge of California public school policies, requirements, accountability systems, resources and organizations
- Ability to motivate, encourage, and work with staff and students to ensure outstanding performance as well as positive engagement and morale
- Demonstrates culturally proficient leadership and cultural competence through behaviors, actions, and decision making
- Demonstrated proficiency using technology in the performance of job duties
- Ability to review and analyze data from multiple sources leading to informed decisions intended to improve student achievement
- Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
- Excellent organization, time management and follow-up skills; high sense of urgency; demonstrated ability to successfully handle multiple projects concurrently; ability to work on a team
- Experience leading professional development & engaging community partners
- Experience leading adults to accomplish ambitious goals in the face of multiple challenges
- Bilingual/Bicultural/Bi-literate in Spanish highly desired

MINIMUM QUALIFICATIONS:

- Master's Degree (MA or MS) preferably in Education, Curriculum & Instruction, or Educational/Organizational Leadership
- Minimum of five (5) years of successful classroom teaching experience
- Minimum of three (3) years successful experience in a diverse environment as principal preferred
- Valid California Teaching & Administrative Services credentials

Physical Requirements:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, ability to perform keyboarding tasks, sufficient hearing and speaking ability for normal voice level conversations, telephone conversations, and to hear and speak to be understood in indoor and outdoor settings. The job includes 50% sitting, 25% walking, and 25% standing. This job is performed in a school environment that includes indoor and outdoor duties.

Board Approved: