

**BOARD OF EDUCATION**

Kenneth Bell  
Reyna Diaz  
Douglas Edwards  
Tom Reyes  
Cheryl Taylor

**DUARTE UNIFIED SCHOOL DISTRICT**

1620 HUNTINGTON DRIVE, DUARTE, CA 91010  
Phone (626) 599-5000 – Fax (626) 599-5079

**POSITION: ELEMENTARY PRINCIPAL/DIRECTOR OF ASSESSMENT AND TITLE I, II, AND III COMPLIANCE**

**DEFINITION:** Under the supervision of the superintendent provide leadership and be responsible for the administrative functions of an elementary school including: educational programming, supervision of all instruction, supervision and evaluation of certificated and classified employees, communication with the school community, implementation and supervision of professional development. Provide district wide leadership as related to all aspects of assessments inclusive of state, federal and local requirements. Additionally this administrator will oversee and assume responsibility for District implementation and compliance with all Federal Title I, II and III Program requirements.

**DIRECTLY RESPONSIBLE TO:** Superintendent

**ESSENTIAL FUNCTIONS:**

May include, but are not limited to the following:

- Leads staff in advancing District and site goals
- Provides a high level of competent instructional leadership focusing on the maximum intellectual growth of the student as the primary task
- Guides and directs the educational program of the school
- Assigns staff
- Supervises and evaluates the performance of all assigned personnel, certificated and classified staff in accordance with the District's adopted guidelines for evaluation
- Assists the staff in maintaining a safe and orderly learning environment
- Actively seeks community support for the educational program
- Encourages staff collaboration particularly as related to the implementation of curriculum (i.e. Common Core State Standards) and instructional practices
- Promotes parent involvement and parent education in support of student learning
- Leads and directs the preparation and completion of all state and federally mandated reports, and review processes
- Collaborates with public and private agencies in matters related to students
- Provides positive and effective public relations for the school
- Manages the school budget to allow for maximum utilization of funds to support instruction
- Uses technology effectively for purposes of communication, research and data management and serves as a resource to staff in this area

- Assumes responsibility for his/her own professional growth by keeping up to date on all changes and developments in education
- Plans, develops and implements professional development for both certificated and classified staff
- Performs related duties as assigned by Superintendent
- Oversees and manages all aspects of the District assessment program including state mandated assessments as well as locally developed assessments
- Develops accountability systems at the district and site level to assist administrators and staff in the implementation and monitoring of all federally funded programs
- Completes other related work as required.

**KNOWLEDGE OF AND ABILITY TO:**

- Knowledgeable of Common Core State Standards and related assessments
- Knowledgeable of District based assessments
- Knowledge of curriculum development and assessment
- Knowledge of compliance regulations related to Title I, II and III programs
- Ability to relate well interpersonally with others
- Ability to encourage and facilitate collaboration among stakeholders
- Ability to communicate well orally and in written form

**MINIMUM QUALIFICATIONS:**

- California Multiple Subjects Credential or Single Subject Credential
- California Administrative Credential
- Five years of successful teaching experience at the elementary level
- Five years of successful experience as a site administrator

**SALARY:** Salary compensation per AR4351 dependent on experience and years of service.

**TERM OF ASSIGNMENT:** 12 months