



## POSITION DESCRIPTION

**Title:** Elementary Principal

**Department:** N/A

**Bargaining Unit:** None

**Reports to:** Director,  
Teaching and Learning

**FSLA Classification:** Exempt

**Work Year:** 203 days

**Board Approval Date:**

**Salary Grade:** Scheduled Management Salary Schedule, Range 39

**Primary Function:**

To lead and maintain a culture of relationships, procedures and practices of student learning and welfare which are supportive of and consistent with school and district goals; to support staff efforts directed toward meeting established standards of expected student learning and performance and to ensure the safety of students and staff. The individual in this position should demonstrate the ability to bring together and motivate individuals in support of student learning and in alignment with the District's Mission, Vision and Strategic Priorities (MVP) and Theory of Action (TOA).

**Essential Job Functions include, but are not limited to the following:**

1. Model effective adult learning practices that support student learning and engagement
2. Facilitate appropriate professional development, collaboration and training to support district and site goals;
3. Lead and model cultural consciousness and an equity lens in all relationships;
4. Develop and implement processes and procedures to create a safe and respectful school climate including Restorative Practice and BestPlus;
5. Maintain standards of pupil behavior to achieve a safe and respectful school and classroom environment;
6. Ensure the improvement of learning environment and academic support for all students, including intervention to support learning utilizing Tiered Interventions;
7. Supervise and evaluate all assigned personnel;
8. Facilitate the effective delegation of co-administrators and staff responsible for the supervision of Special Education and 504 programs and services as well as Student Study Teams;
9. Provide for the leadership, planning and implementation and monitoring of the organization and operation of various departments and programs;
10. Supervise the assignment of co-curricular and extra-curricular programs; the use and care of buildings and grounds with appropriate personnel.

## QUALIFICATIONS

Training, Education, And Experience: Appropriate administrative credential, minimum of three years of teaching experience, a minimum of three years of vice principal experience or commensurate experience in site or district leadership roles, Bilingual proficiency preferred.

### Knowledge and Skills:

- Demonstrated stance for equity and access for all learners
- Demonstrated ability to be vulnerable and reflective in modeling one's learning and thinking
- Understanding of theory and practice of school reform, instruction, and curriculum
- Understanding of cultural consciousness and inherent bias
- Experience in Pre-K-12 public education challenges in growing English-learner community
- Proven support of the needs of English language learners and of ethnically and linguistically diverse communities
- Knowledge and experience with developmental learning continuum
- Knowledge of and experience in school-based performance assessment systems
- Knowledge of collaborative approaches to coordinating instructional and support programs
- Strong facilitation and teaming skills
- Excellent written and oral communication skills
- Proficient use of personal computer software, including Microsoft office (Excel, Word, PowerPoint)

### Work Environment:

Indoor setting in an office or classroom; drive a vehicle to conduct work.

### Typical Physical Characteristics:

Communicate to exchange information in person and on the telephone; hearing and speaking to model clear English speech; prepare and inspect documents and other written materials; operate office and communication equipment requiring repetitive hand movement and fine coordination; remain in a stationary position for extended periods of time; sufficient mobility to visit district sites and county/agency offices.

### Other Characteristics:

Willingness and ability to work evenings. Possession of or willingness and ability to obtain a valid California Driver's License.