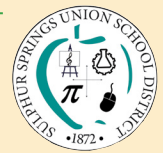


# Sulphur Springs Union School District

## Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School  
Leona Cox Community School  
Pinetree Community School

Fair Oaks Ranch Community School  
Mint Canyon Community School  
Sulphur Springs Community School

Golden Oak Community School  
Mitchell Community School  
Valley View Community School

## Principal -- Elementary School

### Description

Serves as the educational leader and chief executive of the school; directs the instructional program of the school and manages other responsibilities in a manner consistent with board policies and administrative regulations. Serves as a member of the Management Team in the formulation of district policies and the implementation thereof.

### Major Duties and Responsibilities

#### 1. Duties Related to the Instructional Program

- a. Maintains a current needs assessment of the staff and students of the school and the community it serves.
- b. Develops school and related community program objectives and an action plan for their implementation.
- c. Assists teachers in the planning, implementation, and evaluation of the instructional program.
- d. Meets with the district superintendent, assistant superintendents, and other members of the Management Team to reach cooperative solutions to problems and to plan for a more effective educational program.
- e. Creates a climate of school morale most conducive to a good educational program.
- f. Helps teachers plan effective use of community resources.
- g. Recommends to the superintendent the purchase of supplementary educational materials, books, and equipment.
- h. Works with parents and other members of the community toward an understanding of our educational system and its continuous improvement thereof.
- i. Supervises and directs district staff personnel in accordance with district policy.
- j. Participates in the development of staff requirements and procedures for the selection and placement of personnel.
- k. Evaluates teacher performance, confers with the teacher relative to the evaluation, maintains accurate and complete records of evaluations and conferences.
- l. Recommends the hiring, retention, dismissal, and assignment of teachers

#### 2. Duties Related to School Management

- a. Maintains adequate supervision of buildings and grounds.
- b. Requisitions standard and special supplies, equipment and repairs.
- c. Approves minor purchases under the Revolving Cash Fund.
- d. Is responsible for the safe custody and proper use of supplies equipment, books, audiovisual materials, and other contents of the building.

### Other Duties and Responsibilities

1. Organizes, administers, and supervises the affairs of the school in accordance with the policies of the Board of Trustees and the district superintendent.
2. Broadens outlook by participating in meetings, workshops, conferences, or university courses.

## **Page 2 -- Principal**

3. Takes the necessary steps in case of pupil injury or illness to contact parents, render first aid, and contact a doctor if the situation warrants.
4. Works cooperatively with the Facilities and Projects Manager to call attention to the appropriate needs and modifications or improvements of the physical care of buildings and grounds.
5. Selects and evaluates classified personnel under his/her supervision and recommends their retention or dismissal.
6. Assumes additional duties of administering district programs assigned by the superintendent.
7. Supports the district's program and its policies and works for their improvement.
8. Honors and respect privileged communication.

### **Supervision Exercised or Received**

Under the immediate supervision of the district superintendent. Supervises personnel assigned to the school. Provides general supervision to district staff personnel working at the site.

### **Minimum Qualifications**

1. A valid credential qualifying the candidate for the position of school principal.
2. Master's Degree.
3. Advanced study in the field of elementary education, including the areas of administration, supervision, and curriculum development.
4. Five years experience in public schools of which not less than four years have been successful classroom teaching experience.
5. Successful leadership experience.
6. Meets district standards for physical and mental health.

### **Desirable Qualifications**

1. Knowledge of and commitment to contemporary management techniques.
2. Knowledge of elementary curriculum including highly developed competencies in at least one content area.
3. Ability to provide dynamic instructional leadership and to maintain effective channels of communication within the school and between the school and the community.
4. Ability to function as an effective member of the management team.
5. A well developed personal philosophy of education.
6. Understands child growth and development.
7. Knowledge of learning theory and the ability to assist teachers in its application.
8. Ability to plan, organize, coordinate, manage, and evaluate programs within the school.
9. Ability to represent the school with responsible, mature judgment, tact, and decisiveness.
10. Ability to effect positive change in staff and programs.