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Principal, Elementary School

Certificated Management  
(UPE)



Develops school plan in conjunction with parents, staff, and community personnel and with the assistance of District personnel.

Participates in hiring, placing, training, and evaluating program staff.

Participates in program evaluation and ensures compliance with all program regulations and requirements.

Consults and counsels with parents, teacher, and students and other appropriate individuals and groups.

Establishes the school policy for program implementation, compliance, and quality control.

Assists with transportation issues and problems.

Is involved in screening and recommending pupils for programs.

Handles discipline problems.

Plans, coordinates, and provides training and growth experience for staff and parents.

A bachelor's degree from an approved institution is required. Advanced degrees are preferred.

A minimum of five years of certificated experience in public or private schools is required, and preference will be given for additional elementary school teaching experience, administrative, or supervisory experience at the elementary level. Preference given to bilingual speakers, and expertise in vital programs within individual schools including, but not limited to, STEAM, Montessori, Dual Immersion, Waldorf, etc.

Hold a valid Administrative Services Credential issued by the California Commission on Teacher Credentialing is required.

**SAMPLE ENVIRONMENT:**

School site office environment; subject to constant interruptions; and subject to driving to off-site locations to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive students, parents, and staff.

District pays a portion of the employee's health benefits through District-offered plans.