



## **EL TEJON UNIFIED SCHOOL DISTRICT**

Rodney Wallace  
Superintendent

### ***Certificated Job Opening 2017-2018***

## **EL TEJON MIDDLE SCHOOL**

### ***INTERIM PRINCIPAL***

(Possible continued full time position for 2018-2019)

for remainder of 2017-2018 School Year

Please apply online at [www.edjoin.org](http://www.edjoin.org)  
by Tuesday, November 2, 2017.  
For additional information contact Rodney Wallace, Superintendent  
at 661-248-6247

El Tejon Unified School District  
**ELEMENTARY PRINCIPAL**  
**Job Description**

**FUNCTION:**

Under the administrative direction of the superintendent, responsible for the administration of all facets of the elementary school educational program directed toward the educational development of each student including the supervision of all certificated and classified staff and the implementation of curriculum and guidance at the school site. Cooperate with other district administrators and community groups in implementing district educational goals.

**DUTIES AND RESPONSIBILITIES:**

General Administration

- Provide direct supervision of all staff members at the elementary school site;
- Supervise and evaluate the work of certificated staff members, conducting classroom/teaching observations, preparing write-ups of the observations, discussing evaluation results with the teacher in accordance with timeframe of the certificated contract;
- Direct and evaluate the work of administrative support staff, provide leadership, establish guidelines and priorities and participate in the decision-making and implementation process;
- Oversee and ensure timely completion of the evaluation process for instructional aides;
- Plan and develop programs and procedures for implementing instruction, guidance, control of attendance, records, health, welfare, safety, discipline, schedules and student activities through involvement of appropriate personnel;
- Provide leadership to the staff in determining objectives and identifying school needs as the basis for developing long and short-range plans for the school of assignment;
- Make recommendations to the superintendent concerning the welfare of the school;
- Establish and strengthen support systems among communities, private, nonprofit, Federal, State, and local agencies to assist families in need of services, including, but not limited to: lunch program, medical care, counseling services, from governmental and non-governmental agencies to ensure student success.
- Plan, supervise and direct the business operation and school budgets throughout the year in accordance with district policies and procedures;
- Oversee and assist with development of annual class schedules, bell schedules and assignment of staff;
- Plan for the most effective use of curriculum materials, transportation, instructional supplies, equipment, building facilities and school grounds;
- Implement a management system that will result in the optimum use of school and community resources;
- Manage the proper maintenance and operation of the school plant;
- Monitor construction projects being conducted on the school site and act as liaison to Director of Maintenance and Operations;
- Establish an effective school administrative organization with clear lines of responsibility and with the necessary delegation of authority;
- Manage ETTA and CSEA contracts as they relate to school site personnel;
- Participate in the formulation of district policies;
- Administer district policies;
- Perform other functions as assigned by the superintendent.

Instructional and Curricular Services

- Interpret and implement the district-approved curriculum program consistent with the individual school needs;
- Interpret school programs and curriculum to parents and community;
- Keep current in the fields of curriculum instruction and school management.

Communication

- Communicate the district's goals, procedures and objectives, and explain and interpret decisions of the Board of Education and the district administration:
  - ⇒ observe organizational channels of communication;
  - ⇒ and, be mindful of the need of staff and community for accurate and timely information.

## ELEMENTARY PRINCIPAL JOB DESCRIPTION

### PAGE 2 OF 2

#### Personnel Administration

- Identify, provide, assign, and coordinate staff development opportunities;
- Cooperatively plan, coordinate and review the work of resource teachers and specialists;
- Direct and evaluate the performance of assigned personnel;
- Counsel and assist staff members as needed;
- Assign specific school responsibilities;
- Involve staff in appropriate decision-making processes;
- Recommend selection, placement, transfer, or dismissal of school site personnel.

#### Student Responsibilities

- Assign all students in such a way as to encourage their optimum growth;
- Make periodic appraisals of pupil progress;
- Identify student needs, develop procedures to meet these needs and periodically assess the total student activities program;
- Provide an appropriate educational climate for all students;
- Maintain up-to-date and complete cumulative records;
- Involve students in appropriate decision-making processes;
- Establish and implement disciplinary procedures in accordance with EC §48900 and district policy;
- Communicate and interact with students on a continuous basis, conferencing, counseling, monitoring and observing;
- Participate in, and attend, student events and activities.

#### Community Relations

- Interpret school programs and curriculum to parents and community;
- Promote understanding with community groups of school objectives and accomplishments;
- Represent the school in professional community groups.

#### **SUPERVISION EXERCISED AND RECEIVED:**

##### **Under the immediate supervision of the superintendent**

- Supervise assistant principal [if one is assigned], counselor [if one is assigned], secretary, librarian, custodians [during school hours], paraprofessionals, student supervisors, staff clerks, and teaching staff assigned to the school site.

#### **MINIMUM QUALIFICATIONS:**

<u>Credential</u>	Possess a current California administrative credential.
<u>Education</u>	Systematic training in curriculum and instruction, school administration and in related areas.
<u>Experience</u>	Successful experience in educational leadership, preferably as an assistant principal.
<u>Personal Qualities</u>	Ability to communicate effectively with staff, pupils, parents, community and representatives of other agencies; Leadership and organizational ability; Dependability, flexibility and good judgment; Ability to express ideas in oral and written communication; Ability to see for purposes of reading laws, rules, policies, etc., and observing students; Ability to hear and understand speech at normal levels; Ability to bend, twist, stoop, reach and stand/circulate for extended periods of time.

\*The ETUSD will provide reasonable accommodations to qualified applicants and employees with disabilities.