

**FORT BRAGG UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – ELEMENTARY PRINCIPAL**

**DEFINITION**

Serves as educational leader and administrator of a school; establishes and maintains effective relationships with students, staff, parents, and community organizations.

**SUPERVISION RECEIVED AND EXERCISED**

General direction provided by the superintendent

**EXAMPLES OF DUTIES** – May include, but are not limited to, the following:

1. Provides leadership to the school staff; defines and clarifies educational objectives, and stimulates high levels of job performance.
2. Plans, directs, implements, and evaluates the instructional program in the school, including responsibility for implementing the district's curriculum in accordance with the needs of the school.
3. Has significant direct involvement in formulating district policies relating to the elementary program and other district programs.
4. Is involved in the selection of school staff.
5. Assigns, trains, supervises, and evaluates staff.
6. Studies and initiates the use of new teaching methods and materials (and may develop such methods and materials) and initiates, encourages, and directs experimental and pilot programs of instruction.
7. Develops and implements plans for control of student discipline and conduct, including initiating and attending hearings on these matters.
8. Assists teachers with programs and problems relating to pupils and instruction. Confers and counsels with pupils, staff, parents, and other community members.
9. Coordinates, encourages, and provides in-service growth opportunities for teachers and other personnel within the school.
10. Coordinates and participates in screening of and recommending of pupils for special education classes and/or other special programs.
11. Provides direction and guidance to all district staff regarding current programs, problems, and other needs of the school, and is responsible for such staff when they are working in principal's school.
12. Assists with transportation issues and problems.
13. Prepares or supervises the preparation of class schedules and coordinates programs as they relate to district policies.
14. Ensures proper maintenance, operation, and safety of the school plant and site.
15. Establishes and maintains cooperative relationships with parents and community groups, including supervising and coordinating use of school facility by outside groups.
16. Identifies community resources and agencies that may provide services to the school and establishes relationships as appropriate with these resources and agencies.
17. Is responsible for the allocation and control of school budgets.
18. Is responsible for evaluation and proper instructional level placement of pupils, and is personally involved in special cases.
19. Prepares and submits reports required for management of the district.

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20. Attends and participates in meetings such as Site Council and other parent groups, School Advisory, Superintendent's Council, and other meetings as directed or appropriate. May be assigned responsibility for special district-wide projects.
21. Evaluates, selects, and orders supplies, materials, and equipment appropriate to the school site.
22. Attends Board meetings.

**SPECIAL PROGRAM DUTIES AND RESPONSIBILITIES**

Most elementary schools have pilot programs and/or special programs (i.e., SIP, Title I, Multilingual, Special Education, GATE, etc.). These programs add to and extend the duties and responsibilities of the principal. Among the typical duties and responsibilities related to these programs are the following:

1. Develops school plan in conjunction with parents, staff, and community personnel and with the assistance of district personnel.
2. Participates in hiring, placing, training, and evaluating program staff.
3. Participates in program evaluation and ensures compliance with all program regulations and requirements.
4. Consults and counsels with parents, teacher, and students and other appropriate individuals and groups.
5. Establishes the school policy for program implementation, compliance, and quality control.

**MINIMUM QUALIFICATIONS**

A valid California administration credential or a credential of equivalent authorization issued by the California Commission on Teacher Credentialing is required.

**Experience**

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.

**Ability to:**

- Follow Board of Education and district policies, as well as school procedures, rules, and regulations.
- Demonstrate a concern for student health and safety.
- Collaborate with others to fulfill responsibilities related to goals and priorities at the school and district level.
- Accept and fulfill assigned responsibilities and duties in a timely and efficient manner.
- Promote a positive professional image by action, communication, and appearance.

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**Special Requirements**

- Strong commitment to working with adolescents and the parents and teachers of adolescents
- 215 duty days annually
- Ability to speak Spanish will enhance qualifications

**Physical Requirements**

- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read, prepare, and proofread documents and perform assigned duties.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted: February 12, 2004