

GALT JOINT UNION SCHOOL DISTRICT

JOB TITLE: Principal

DESCRIPTION:

The principal is the chief executive and educational leader of the school. He/She is responsible for the direction of the instructional program, operation of the school plant, and related staff and student activities. The principal operates within the framework of the State Department of Education, Education Code and the policies of the local school board.

The following are specific responsibilities delegated to the principal. All are subject to review and change as need may demand.

I. Educational Leadership

1. Directs and supervises the development, revision, evaluation, and implementation of general curriculum (and specialized curriculum) within the frame work of the District's policies, objectives and goals.
2. Provides leadership to staff and parents in determining objectives and identifying school needs as basis for developing long and short range plans for school assignment.
3. Shall keep the superintendent completely and continuously informed, as much as possible, as to the state of affairs at the school.
4. Carries out a continuous program of positive public relations as a means of interpreting and enhancing the school program through school and community organizations. Participates in PTA meetings and activities, as well as other community activities.
5. Supports decisions of the superintendent and policies of the Board of Education.
6. Involves pupils, parents, and staff in developing school plans and organization procedures for the health, safety, discipline, and conduct of students as established in district procedures.
7. Shall be responsible for supporting the district philosophy and implementing the district goals.
8. Provides flexibility in grouping students in order that optimum growth will result.
9. Shall be responsible for the implementation and supervision of all phases of special programs (ESEA, ECE, Preschool, Miller-Unruh, etc.) on the school site. If applicable, this shall include preparation of the projects (s), supervising personnel, and preparing required reports.

10. Shall maintain contacts with wide areas of the curriculum by attending professional meetings, contacting other educational leaders in conferences and workshops, and directing inservice training for other faculty members.
11. Shall participate in district administrative staff meetings, make recommendations for district policy, and assist in the formation of district curriculum goals and objectives.

II. Operation of School Plant

1. Is responsible with the staff for preparing on-site school budget, ordering supplies, textbooks, equipment, and all materials necessary for the operation of the school through the office of the superintendent.
2. Submits work orders for the maintenance of the school's facilities, working closely with the Director of Maintenance and Operations and the Chief Building Custodian.

III. Staff and Student Activities

1. Shall work cooperatively with the instructional staff in the best interest of the children.
2. Knows and respects the talents and potentialities of each teacher and is approachable and accessible while creating a sympathetic atmosphere in which staff members feel free to express problems of concern to them.
3. Provides leadership to the school staff in assessing needs and coordinates inservice growth opportunities for teaching personnel within the school.
4. Shall provide on-site supervision over Vice-Principal, teachers, office personnel, part-time and volunteer personnel, custodians, cafeteria personnel, and County Office personnel in matters related to their assigned duties at the school.
5. Supervises and evaluates performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment, recommends appropriate action in cases of substandard performances, and identifies and encourages individuals with leadership potential.
6. Supervises and directs business and office operations of the school in accordance with district policies and procedures. Is responsible for all required reports from his/her school and seeing that they are submitted on time.
7. Provides for proper supervision of student funds and all extracurricular activities.