



# RIALTO UNIFIED SCHOOL DISTRICT

## ELEMENTARY PRINCIPAL Management Job Description

### DEFINITION

Serves as the educational leader of an elementary school with total responsibility to manage all affairs of the school; including the control and supervision of all certificated and classified employees assigned to serve at the school.

### ESSENTIAL DUTIES

- Provides leadership in developing and implementing an elementary school program consisting of academic core, supplemental, and intervention services;
- Evaluates both certificated and classified site employees;
- Administers collective bargaining agreements for employees;
- Determines site objectives, identifies needs, and develops long and short term objectives for site improvement;
- Coordinates resource personnel and consultants for program improvement;
- Responsible for site community relations programs;
- Designs and implements staff development programs;
- Assigns students for optimum growth and evaluates the progress of all pupils at the site;
- Develops/implements plans for the health, safety, discipline, and conduct of pupils
- Responsible for site budget and the maintenance of adequate site materials, supplies, equipment, and facilities;
- Improvement of student achievement.
- Performs other duties as assigned.

### QUALIFICATIONS

**Knowledge of:** Administrative training and staff development principles and techniques; curriculum alignment, authentic assessment, learning theory and effective instructional practice.

**Ability to:** Establish and maintain effective professional working relations with staff, District personnel and other agencies; make presentations to various audiences and facilitate organizational development; supervise and evaluate the performance of assigned staff; interpret, apply and explain rules, regulations, policies and procedures; attend and support District and school site events.

### EXPERIENCE AND EDUCATION

**Experience:** Five (5) years of outstanding certificated experience and three (3) years administrative experience; Have a proven ability to perform a high level of competence in positions of leadership and responsibility; Bilingual/Biliterate preferred.

**Education:** Master's degree from an accredited university; valid California certificated Credential; valid California K-12 Administrative Credential; EL authorization or equivalent.

### PHYSICAL DEMANDS

#### **Physical class:**

Moderate lifting - 50 pounds maximum with occasional lifting and/or carrying objects weighing up to 25 pounds.

#### **Work area requirements:**

Ability to traverse any part of 40 acres, including construction site, campuses, fields, and concrete/asphalt areas; ability to use common school hand tools, computer, telephone and photocopy machine. Possession of a valid California driver's license and a private vehicle.

**Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
 Frequently/Medium - 3 to 6 hours  
 Constantly/High - 6 to 8 hours

Stooping:	Low	Carrying:	Occasionally
Bending:	Frequently	Standing:	Occasionally
Lifting:	Occasionally	Kneeling:	Low
Reaching:	Occasionally	Sitting:	Occasionally
Handling:	Constantly	*Driving:	Occasionally
Grasping:	Occasionally	Walking:	Constantly
Fingering:	Occasionally	Push/Pull:	Occasionally
Keyboarding:	Medium - must be literate		

**\*Verification of the possession of a valid California Motor Vehicle Operator's License, a DMV printout and insurability by the District's liability insurance carrier is required.**

**Frequent motion:**

Twisting:	Low
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally - 3 hours per day
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	Has own controls
Odor:	Yes
Noise:	Yes
Humidity:	Occasional
Moisture:	Occasional
Fluorescent lights:	Yes
Floor may be slippery at times:	Tiled areas
Working in close quarters with others:	Yes, all the time
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Constantly
Attention to detail:	Constantly
The use of two hands:	Constantly
Recall of names and dates:	Constantly
Ability to work in temperatures down to 30 degrees and up to 105 degrees.	

**Ability to deal with psychological factors:**

Team work:	Constantly
Frustration:	Moderate - depends on the time of year
Repetitive tasks:	Yes, signature
Level of responsibility:	High
Must keep up with schedule:	High
Able to work extended hours as needed:	High
Dealing with upset employees, parents, community members:	Moderate

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes