



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

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|--------------|---------------------------|------------|--------------|
| 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:

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| 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:

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| 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:

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| 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:

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| 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:

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| 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:

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