

## Geyserville Elementary School – JOB DESCRIPTION

### ELEMENTARY PRINCIPAL/INSTRUCTIONAL SUPPORT TEACHER

Reports to: District Superintendent

Salary: Principal Salary Schedule

#### **OVERVIEW:**

The Principal/Instructional Support Teacher provides leadership in developing and communicating a shared vision, curriculum and instruction, facilities management and support services. The Principal/IST supports all students in reaching their fullest potential academically, socially, emotionally and creatively.

#### **ESSENTIAL FUNCTIONS:**

##### **Instructional Leadership**

- Set high expectations and provide support for excellence in teaching and learning
- Establish a collaborative school culture conducive to academic success and the growth and social emotional development of all students
- Analyze student achievement results to identify challenge areas and continuous improvement in teaching and learning
- Develop and implement a staff development plan to address areas of need
- Oversee special education programs and services on campus
- As assigned, provide district-wide leadership with special projects such as state testing, ELL testing and reclassification procedures, etc

##### **Family and Community Engagement**

- Establish welcoming and positive relationships with a diverse population of families
- Provide leadership for DELAC, parent meetings, parent trainings, etc
- Act as school/district representative at a wide variety of community functions

##### **Personnel and Supervision**

- Assist in the selection, employment, and supervision and performance evaluation of certificated and classified staff.
- Supervise the school campus and coordinate extra curricular activities
- Manage, or direct staff in managing student discipline and procedures

##### **Management and Operations**

- Manage effective communication systems with staff, students and parents
- Create and manage a variety of school and staff schedules
- Manage the school budget aligning resources to drive student achievement
- Manage school facilities including coordinating repairs and maintenance
- Develop and maintain the school-site safety plan

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Ability to work successfully with students, parents, staff and the community.
- Skills in basic technology and ability to learn software used for state and local reports
- Effective interpersonal, communication, time management and conflict resolution skills
- Time management skills and ability to prioritize responsibilities
- Ability to analyze student data, identify areas of need and develop a focus plan
- Be a creative problem solver

## **MINIMUM QUALIFICATIONS/STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Must be able to use a variety of automated office equipment such as computers, copiers, calculators, etc.

Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Requires the ability to inspect items for proper length, width and shape.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

**QUALIFICATION REQUIREMENTS:**

- Valid California Administrative Services Credential as required by the California Education Code
- Demonstrated success in classroom curriculum and instruction

**DESIRABLE QUALIFICATIONS**

- Proficiency in Spanish

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