

Solano County
Office of Education

JOB TITLE: Site Principal

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Serves as the school site administrator of the programs and satellites to which assigned. Provides leadership in areas of curriculum, supervision, evaluation, and administration. Establishes procedures providing for the health, safety, discipline, and conduct of the students by insuring a clean, neat, and effective use of the school site facilities and grounds. Monitors the expenditures of the designated school site programs wisely. Carries out a program of community relations following the Superintendent's policies, and performs related duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

- A minimum of five (5) years of certificated experience in public or private elementary or secondary schools.
- A California administrative credential or equivalent qualification.

ESSENTIAL DUTIES

- Provides leadership to the staff in determining objectives and identifying student and school needs as the basis for developing long- and short-range plans for the school of assignment, and developing long- and short-range instructional objectives for each student within the assigned school sites and satellites.
- Interprets and implements the County Office of Education approved curriculum programs in light of individual student and school needs.
- Enlists the assistance of school site resource personnel for the improvement of the programs in the school.
- Establishes an effective school site administrative organization with clear lines of responsibility and with the necessary delegation of authority.
- Identifies, provides, assigns, and coordinates in-service growth opportunities for certificated, paraprofessional, and classified personnel within the school site, soliciting the help of the director when necessary.
- Supervises and evaluates the performance of all assigned personnel in accordance with the Superintendent's adopted guidelines for evaluation and assessment. Recommends appropriate action in cases of substandard performance, and identifies and encourages individual teachers with leadership potential.

- Serves as the administrator at IEP meetings.
- Assigns all students in such a way as to encourage optimum growth.
- With the staff, makes periodic appraisals of pupil progress.
- Develops school plans and organizational procedures for health, safety, discipline, and conduct of the students.
- Plans, coordinates, and evaluates the total program of pupil services, including all support personnel.
- Plans, supervises, and directs the budget operation of the school site in accordance with the County Office of Education's policies and procedures.
- Makes plans for the most effective use of curriculum materials, instructional supplies, equipment, school site grounds, and building facilities.
- Interprets and applies state, county, and school district laws, regulations, policies, and procedures at the school site.
- Serves as the educational leader and chief of the school site and its satellites. Responsible for direction of the instructional program, operation of the school facilities, and participation in staff and student activities and community leadership.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.

MARGINAL DUTIES

- Carries out a program of community relations as a means of interpreting and furthering school site programs through professional and community organizations.
- Serves as a member of the Management Advisory Council of the Solano County Office of Education.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Limited and general supervision. Directly responsible to the senior director. Supervision of teachers, paraeducators, and other assigned staff.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%)

Walking (15%)

Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (3)

Pushing and/or
Pulling Loads (1)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (2)

Climbing Ladders (0)