

RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

TITLE

School Principal

CLASS DEFINITION

To perform all duties normally attributed to the administration of respective buildings, to enforce the rules of the Board, to supervise and direct site staff, and to perform other related work as required.

QUALIFICATIONS

Experience: Knowledge and experience in administration of a school site.

Education: Bachelor's and Master's Degrees

Credentials: California Teaching Credential; Administrative Service Credential

Skills: Demonstrated ability to work effectively with people and students.

SUPERVISION FROM

Superintendent

SUPERVISION OVER

Assigned certificated and classified staff and students

ASSIGNED RESPONSIBILITIES

1. Administers and responsible for decisions made at the school site.
2. Interprets and implements Board policies and administrative regulations.

Responsible for authorization of use of facilities or removal of school furniture or equipment from the building for private use upon completion of appropriate "Use of Facilities" form.

Principals shall not have authority to dismiss school before the regular hour without approval of the superintendent.

The Principal shall not permit any of the time of teachers or that of the school to be occupied while at the school building by solicitors or agents. No tickets shall be sold or offered to sale and no meetings or other entertainments shall be given in the schools, or on or about the school premises, without the permission of the principal after consultation with the superintendent.

3. Supervises the school staff, providing assistance and making evaluations within the scope of employee bargaining unit contracts.
4. Assists in the screening, training, hiring, and assigning of school staff.
5. Coordinates the school's pupil personnel services.

Responsible for the examination of all school records and registers, giving such directions as will insure their being kept in a proper manner; class records to be filed in the principal's office at the close of the term; records of teachers must be filed with the superintendent as requested.

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