

**COMPTON UNIFIED SCHOOL DISTRICT**  
**HUMAN RESOURCES AND EMPLOYEE DEVELOPMENT**

**POSITION DESCRIPTION**

Title:	Principal - Elementary	Reports To:	Associate Superintendent or Senior Director - School Operations K-12
Department:	School Operations	Classification:	Management
FLSA:	Exempt	Work Year	Eleven (11) Months
		Salary:	Schedule P, Range 12 or 22

**I. DESCRIPTION OF POSITION**

Under the direction of the Associate Superintendent or Senior Director of School Operations K-12, the elementary principal administers an elementary school; serves as the instructional leader for the professional and para-professional staff assigned to the site; and is responsible for management of all aspects of the school's operation, including: supervision of all instruction, supervision and evaluation of certificated and classified employees, communication with the school community, supervision of school in-service programs, compliance with all federal, state and district laws, regulations, policies and requirements, and other related work as required.

**II. MAJOR DUTIES AND RESPONSIBILITIES**

- A. Serves as administrative and instructional leader of the school.
- B. Provides for continuous supervision and evaluation of the prescribed instructional program.
- C. Provides orientation and in-service training for professional and classified staff.
- D. Interprets school programs to the community and directs and supervises both certificated and classified personnel assigned to the site.
- E. Is responsible during school hours and school functions for the health, safety, welfare and morale of all personnel and students.
- F. Consults with teachers, parents and students regarding pupil progress, welfare, discipline and attendance.
- G. Coordinates the development, selection or procurement of instructional materials and equipment.
- H. Prepares and submits preliminary budget requests and administers program budgets.
- I. Implements the district's comprehensive evaluation program for certificated and classified personnel.
- J. Develops and maintains effective public and community relations programs and interprets the school program to the community.
- K. Implements and evaluates student behavior management programs.
- L. Maintains a proper school environment for students and employees.
- M. Follows a planned professional growth program, participates actively in local, state and national professional education and administrator associations, and studies local, state and national guidelines for effective school administration services.
- N. Fulfills other duties as assigned.

**III. EDUCATION AND EXPERIENCE**

- A. Possession of a valid California preliminary or professional clear multiple or single subject teaching credential authorizing service as an elementary or secondary teacher.
- B. Possession and maintenance of a valid California administrative credential authorizing service as an elementary school principal.
- C. Master's Degree from an accredited institution of higher learning, preferably in elementary education or administration or a closely related field.
- D. Three or more years of successful teaching experience.
- E. Two or more years of successful administrative experience.
- F. CPR/First Aid Certificate, to be renewed as required to stay current.
- G. Bilingual ability desirable.

**IV. KNOWLEDGE, SKILLS AND ABILITIES**

***Knowledge of:***

- A. Administration of an elementary school.
- B. State and local curriculum requirements.
- C. Budget preparation and control.
- D. District organization, operations, policies and objectives.
- E. Current applicable laws, regulations, codes, policies and procedures.
- F. Interpersonal skills, conflict resolution strategies and procedures and team management building methods and techniques.

***Ability to:***

- A. Plan, organize and direct the operations, plant and personnel of an assigned school.
- B. Interpret, apply and explain rules, regulations, policies and procedures.
- C. Analyze situations accurately and adopt an effective course of action.
- D. Work cooperatively and effectively with counselors, teachers and administrators.
- E. Prepare comprehensive narrative and statistical reports.
- F. Supervise the performance of assigned staff.
- G. Meet schedules and timelines.
- H. Work independently with minimal direction.
- I. Plan and organize work.
- J. Demonstrate effective communication skills both orally and in writing.
- K. Use a computer.

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**V. WORKING CONDITIONS**

***Environment:***

School site.

***Physical abilities:***

Hearing and speaking to exchange information and make presentations.

Approved by: \_\_\_\_\_  
Randolph E. Ward, Ed.D, State Administrator

Date: \_\_\_\_\_

The Compton Unified School District supports equal opportunity employment for all applicants and does not discriminate on the basis of age, race, sex, sexual orientation, marital status, physical or mental disability, national origin, ancestry, creed, Vietnam status, arrest or conviction record, or any other reason prohibited by state or federal law. Employees of this District are required to comply with the provisions of Title VI of the Civil Rights Act and Title IX of the 1972 Educational Amendments.