Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: **PRINCIPAL, GRADES K-6**

QUALIFICATIONS:
1.   California administrative credential authorizing service in area of assignment
2.   Recommendation of past evaluators and District administrators
3.   Evidence of successful experience in curriculum writing/development and implementation
4.   Ability to relate to and communicate successfully with representative communities and District administration
5.   Master's degree desirable
6.   Successful teaching experience required; experience as counselor, vice principal, curriculum specialist or other specialist desirable

REPORTS TO: Director I - School Administration

SUPERVISES: Certificated and classified staff assigned to school site

FUNCTION: To implement purposes of program of instruction so that each child will reach his maximum growth in most optimum physical and emotional environment

RESPONSIBILITY:

1.   Utilizes available resources to develop instructional goals and objectives for program within school

2.   Articulates efforts of staff and appropriate others in developing and implementing instructional strategies for meeting needs of students

3.   Provides direction and supervision for staff in developing, implementing and monitoring methods and procedures for continual assessment of student needs

4.   Involves school staff and appropriate others in utilizing available data to determine success of school program

AUTHORITY:

1.   Supervises school staff in development of goals and objectives based on assessed needs; develops and implements procedures for achieving goals and objectives

2.   Directs and/or monitors staff efforts to develop and use instructional objectives with students; directs and assists school staff in developing and implementing specific instructional strategies; supervises staff efforts and works with appropriate others in selection of materials to support instructional program

3.   Directs and assists school staff in determining specific proficiencies and deficiencies of students; monitors staff efforts to assess proficiencies and deficiencies of students

4.   Evaluates unit program in meeting assessed needs of students; directs school staff and involves appropriate others in implementing desired program changes

RESPONSIBILITY: continued

5. Articulates staff efforts to monitor and communicate progress of students

6. Creates and maintains school atmosphere in which students can realize maximum growth

7. Maintains buildings and grounds in safe and functional condition

8. Manages administration of budgets, records and reports

9. Implements Board of Education policies and administrative procedures as they relate to school

AUTHORITY: continued

5. Supervises use of test data as partial input for determining student placement in school program; directs and/or encourages staff to seek involvement of parents in placement and treatment of students; provides direction and support in staff efforts to communicate student progress to appropriate others

6. Implements and maintains operational procedures which tend to make school student oriented; deals directly with interpersonal conflicts occurring between students and between students and staff; suspends students, recommends expulsion

7. Plans and implements safety measures; makes reports and requests to appropriate others

8. Requires reports from staff; makes reports; assigns quotas and responsibilities to school and staff

9. Directs school staff and cooperatively involves appropriate others in implementing Board of Education policies and administrative procedures as they relate to school; evaluates all personnel assigned to school; makes employment recommendations

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 04

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

3/98