



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

January 2023

Updated Job Description
Board Approval: February 6, 2023

Elementary School Principal

Position Summary

The Elementary School Principal is the educational leader at the school and creates and maintains a positive, safe, and high-standards learning environment, supervising building faculty and staff, and managing all resources in accordance with the District's mission, goals and policies. Provides effective evaluation and professional coaching to instructional and support staff; develops and implements professional learning communities. Regularly reviews course specific lesson plans for alignment to core knowledge, skills and literacies.

Essential Duties and Responsibilities:

- Provides leadership to the school community in developing and focusing on a shared vision, mission, goals, and continuous school improvement planning consistent with the District vision and goals.
- Ensures the effective delivery of an instructional program that meets the needs of all students.
- Provides leadership to the faculty in the ongoing process of evaluating the effectiveness and directing the improvement of educational programming. Takes responsibility for students' learning and achievement.
- Provides leadership in the analysis of current programs and student achievement results and the integration of this analysis into curriculum development activities aligned with District/school goals.
- Provides leadership to the creation and maintenance of a positive, safe, and orderly learning environment for all students, faculty, and staff.
- Implements systems, processes and planning functions that are consistent with effective organizational leadership, academic achievement, climate safety, budget efficiency, and employee/student performance.
- Makes principled decisions in a timely manner and appropriately involves others in the process.
- Effectively responds to and resolves issues that arise in and outside the school environment that affect the successful operation of the school and student programming. Models good human relations skills and interacts positively with all facets of the school community.
- Actively participates in a variety of meetings within the school, District, neighborhood, and community in a manner that effectively integrates the school into the fabric of the community.

- Communicates effectively with parents and involves them in aspects of the school.
- Facilitates collaborative partnerships with outside agencies and businesses that promote a positive learning environment for all students.
- Supports and promotes special activities in the building that contribute to a positive and comprehensive school experience for the school community.
- Provides leadership and coordination to all staff development activities in the building, ensuring the alignment of these activities with building-based school improvement areas.
- Supervises and evaluates all faculty and staff assigned to the building and effectively addresses all performance issues in a manner consistent with District policy and practice.
- Interviews and hires all staff assigned to the building.
- Plans, develops, implements, and monitors a school budget consistent with collaboratively identified building goals and improvement initiatives.
- Coordinates building maintenance in cooperation with the Facilities Department.
- Establishes and maintains open and honest lines of communication with key stakeholders.
- Facilitates group processes, including consensus building and conflict resolution
- Enforce the Student Code of Conduct as necessary.
- Provide consistent emphasis and support for post-secondary and career exploration and preparation through both formal and informal student events and activities.
- Participates in professional development that aligns with the mission/vision of the District.
- Engage in continuous learning through professional reflection and active collaboration with colleagues.
- Collaborates in the development of specific strategies for community outreach with multiple stakeholders. Establishes and maintains strong connections with community– based organizations, cultural institutions, local and city-wide businesses.
- Promotes strong relationships with student families and care-givers that engage them in their child's education and school events.
- Educates all students on eligibility and preparedness for college and careers upon graduation.
- Implements innovative, research-based programs and practices to ensure the highest level of achievement for all students.
- Creates a school-wide program of engagement that fosters innovative, positive environments inside and outside of the classroom to connect students to school learning.
- Attracts, supports and retains high-performing, highly qualified staff.
- Maintains a balanced budget, demonstrating long-term financial stability, and distributing resources equitably based on student needs;
- Ensures facilities will be safe, clean and appropriate to support student learning.
- Engages families and community to increase student success;

Required Qualifications:

- Five years teaching experience in education;
- An earned Master's degree or advanced degree of at least equivalent standard from an accredited college or university;
- A valid Administrative Services Credential authorizing K-12 service;
- Two to five years leadership experience in an educational environment.

Preferred Qualifications:

- Elementary school teaching experience;
- Doctorate degree in educational leadership from an accredited college or university;
- Bilingual, preferably in Spanish or Mandarin

Required Knowledge, Skills and Abilities:

- Current knowledge of school improvement planning and characteristics of effective school operations.
- Demonstrated ability to communicate effectively in both written and oral presentations.
- Working knowledge of standards, benchmarks and assessments.
- Demonstrated ability of strategies for the implementation of technology in the delivery of instruction to effectively supervise and evaluate professional staff.
- Demonstrated understanding and ability to facilitate the use of appropriate community resources in meeting the needs of students and families.
- Demonstrated ability to work with diverse ethnic and socioeconomic communities.
- Knowledge of the principles of site-based shared decision-making and demonstrated ability to facilitate a collaborative team atmosphere.
- Current knowledge of theory and practice in special education programming, including inclusion, discipline, IEP development and implementation, and IDEA Reauthorization.
- Demonstrated knowledge in current research in organizational development in the educational setting and characteristics of effective leadership.
- Demonstrated ability to plan, organize, and establish priorities for action in conjunction with others.
- Demonstrated ability to make independent judgments and decisions.
- Demonstrated ability to perform effectively in an atmosphere of multiple and conflicting demands.

This position will be paid on the appropriate step of the Certificated Management salary schedule:

- Range I-215
- 213 work days
- 12 months