

# Napa Valley Unified School District

# Position Description

**Position:** Elementary Principal

**Classification:** Certificated Management

**Reports to:** Assistant Superintendent or Designee

## Summary

The Elementary School Principal, as an educational leader, is responsible to the Assistant Superintendent or Designee of Elementary for the educational program of the assigned school, including the coordination and integration of the school program with the District goals and objectives. The Elementary Principal must be fair, reasonable and consistent, is responsible for the safety of the students, teachers, and the school's physical plant, and is the instructional leader responsible for improving the teaching competence of the staff and the academic and developmental learning of the students. The Principal is to oversee, expedite, coordinate and improve the education of the children in the school. The area of responsibility encompasses counseling and guidance, discipline, school activities, professional development, implementation and supervision of curriculum, testing, public relations, etc. The Principal will work within the framework of the Educational Code, District philosophy, and District policy as adopted by the Board of Education and do related work as required.

## Distinguishing Career Features

The Elementary Principal is a management level position with full operational responsibility for assigned school. The Principal plans, evaluates and initiates programs to meet current and future District needs in each identified area. The position requires the ability to modify or adapt systems or programs in order to meet ongoing instructional, technological, and procedural changes. The Principal has budgetary responsibility within the scope of the position. Features include the ability to sequence and integrate multiple projects and programs, and develop both short and long term goals and metrics for analysis of results. Frequent contact with leadership at school sites, District administration, and outside agencies is required, as well as collaboration with stakeholders in design and implementation of identified goals and objectives.

## Essential Duties and Responsibilities

- Leads educational change initiatives by utilizing effective collaboration, essential standards, formative assessments, proven instructional methods to improve learning and instruction;
- Develops and sustains school culture initiatives, student centered learning models;
- Demonstrates successful evaluation practices of assessing and promoting quality teacher instruction through positive communication, collaboration, and optimism;
- Demonstrates knowledge or experience with Project Based Learning within Small Learning Communities, Professional Learning Communities Model and the Data Team model;
- Oversees, supports and coordinates training for staff in a variety of instructional strategies and curricula;
- Successful experience with positive student discipline and attendance systems;
- Coordinates implementation of elementary school curriculum;
- Establishes and maintains effective relationships with staff, students, parents, the public, and community agencies in the performance of duties;
- Serves as a member of the site BEST/PBIS team implementing positive behavior supports and restorative practices;
- Responds to teacher/staff concerns about students' personal, academic, discipline, and/or attendance-related issues;
- Maintains awareness of curriculum and instructional practices;
- Works collaboratively with school staff, leadership and community partners to understand reform issues and work toward closing the achievement gap;
- Works collaboratively with the larger elementary principal team;
- Oversees and manages budgets associated with site programs;
- Adheres to and enforces all policies and regulations of the NVUSD Board of Trustees and the State of California; and

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- Performs duties as assigned by Assistant Superintendent or Designee.

## **Qualifications**

### **Knowledge and Skills**

The Principal position requires knowledge of general principles of leadership, management, instructional, and personnel administration. The position requires knowledge of Professional School Law, California School compliance regulations, School, District and County organization. The principal must possess core values of relationships, relevance and achievement. The position requires collaborative leadership. The position requires knowledge of personalized learning environments through small learning communities, Learning Communities Model, and Project Based Learning within Small Learning Communities. Knowledge of student learning and data systems is essential. The position calls for knowledge of private funding and innovative fund development. The position requires knowledge of the student community culture and current local issues facing families.

### **Abilities**

The position requires the ability to prepare summaries and reports regarding student or course data, program participation, demographics and performance. The position requires the ability to identify potential challenges and conflicts; collect, analyze and present complex data; evaluate alternative solutions; and prepare sound recommendations based on analysis of data. The ability to plan, organize and direct the activities of others toward a predetermined goal and to work effectively with persons at all levels is essential. The position requires the ability to supervise and evaluate the work of subordinate personnel. It is necessary for the principal to have the ability to develop collaborative relationships with site administrators, colleagues, teachers, parents and community organizations and to inspire individual and collective potential. Maintain continual instructional improvement through effective collaboration. Ability to apply technologically appropriate applications of instructional practices and procedures is required. The position requires the ability to manage conflict and transition, ability to identify and determine the basic nature of student problems and needs and provide assistance. The ability to effectively communicate in Spanish is highly desirable.

### **Physical Abilities**

Requires sufficient visual acuity to read and interpret detailed printed materials and documents and observe work, auditory ability to carry on conversations in person with large audiences, one-on-one, and over the phone; capacity to speak in an understandable voice with sufficient volume to be heard in normal conversations; arm, hand and finger dexterity to write, operate a keyboard, operate office equipment, and sufficient strength to lift twenty-five pounds.

### **Education and Experience**

1. A Valid California Administrative Services Credential;
2. Master's Degree with an emphasis in curriculum, instruction, leadership and administration preferred;
3. A minimum of five (5) years successful classroom teaching; and
4. Possession of a CLAD certificate or an emergency CLAD permit required.

### **Licenses and Certificates**

The position requires a valid driver's license.

### **Working Conditions**

Work includes duties in both office and school site environments.