

FORESTVILLE UNION SCHOOL DISTRICT

Job Description

PRINCIPAL

215 Days

Title of immediate supervisor – Superintendent.

The Principal supervises Assistant Principal, specified instructional staff and teaching assistants, office clerk/health technicians, and other support staff.

DUTIES AND RESPONSIBILITIES:

- Planning and organizing all aspects of the Kindergarten through eighth grade programs.
- Providing leadership to staff and students.
- Conducting performance evaluations for those he/she supervises.
- Assisting in the planning and organization of all aspects of educational programs.
- Assisting in the development, and is responsible for the administration of the educational program budgets.
- Coordinating facilities use.
- Providing responsible and professional staff assistance in the management of the programs.
- The daily management of the school and school personnel.
- The implementation and enforcement of the provisions of the Education Code, the regulations of the State Board of Education, the State Health Department, and the District Governing Board.
- The oversight of school level expenditures and classroom/student activity accounts.
- The development of data and analysis to the Board of Trustees.
- Long term planning and scheduling, including calendar development.
- Implementing and monitoring of District and State adopted curriculum and standards.
- Providing a leadership role in articulation, implementation, and evaluation of the curriculum and standards in grades Kindergarten through eighth grade.
- Coordinating and implementing school emergency preparedness procedures.
- Establishing membership of Committees created by the Board and Superintendent.
- The preparation of the annual School Accountability Report Card.
- Participating in recruitment, hiring, orientation and evaluation of new staff.
- Providing ongoing support and guidance for newly hired teachers/support staff.
- Implementing progressive discipline steps as needed.
- Assist the Assistant Principal in the development and implementation of the BEST program.
- Processing complaints against district employees using Uniform Complaint Procedures and the William's Settlement Act as well as the Collective Bargaining Agreements.
- Processing initial steps of grievance procedure by employees per Collective Bargaining Unit guidelines.
- Conducting regularly scheduled meetings with staff.
- Planning and organizing professional growth for Certificated and Classified employees as appropriate.
- Taking the lead on training, oversight and support of the school-wide, Response to Intervention initiative and Professional Learning Community.
- Establishing placement and assignment and transfers of teachers and classified personnel, consistent with the requirements of the Collective Bargaining Unit.
- Conducting performance evaluations.
- Training/professional development of staff in regards to various forms of harassment.
- Assisting in the development of site development plan and site/program budget for the school.
- Providing data and cooperating in the administration of all federal and state categorical programs.
- Providing data for and facilitating the annual District audit.
- Reviewing and overseeing implementation of new laws or revised laws which affect District operations.
- Coordinating resources for special school events, including preparation and clean up.
- The implementation of state regulations regarding employee and student safety and enforcement of provisions of the regulations.
- Participating in all Advisory Council meetings as mandated member.
- Establishing and reviewing the Single Plan for Student Achievement at Forestville School.
- Establishing, planning, and attending meetings for English Learner Advisory Council (ELAC).
- Establishing, planning, and attending meetings for Forestville Academy Advisory Council (FAAC).

- Establishing, planning, and attending meetings for District Advisory Council (DAC).
- Serving as school representative to the Friends of Forestville School/Education Foundation as appropriate.
- Assist in the preparation of information, reports and news releases for the media as appropriate, including websites, school newsletter, e-bulletin, school gazette, and West County Gazette.
- Writing nominations and applications for outstanding school program recognition as identified by the Board or Superintendent.
- Disseminating information to parents for middle school issues.
- Providing site liaison to West Sonoma County Transportation.
- Serving on the Student Study Team as needed.
- Attending Individual Education Plan (IEP) meetings as needed.
- Serving as coordinator of student referrals to Community School. Preparing background reports for referrals and meeting with parents and teachers.
- Overseeing total discipline plan implementation at the site, including providing in-service training on the BEST program.
- Preparing data for all expulsion referrals for presentation to the Board.
- Approving school fundraisers.
- Facilitating graduation awards selection.
- Coordinating school pictures.
- Facilitating education of various forms of harassment to students.
- Coordinating, arranging, and/or providing staff development in curricular areas and technology.
- Facilitate implementation of standards-based programs, i.e., implementation of adopted curriculum.
- The purchase and distribution of State (K-3) and Board (4-8) approved textbooks.
- Oversight of facility cleanliness and textbook availability according to the William's Settlement Act.
- Administering the Peer Assistance annual review program for K – 3.
- Developing K – 8 master schedule.
- Oversight and coordination of the GATE program.
- Arranging, scheduling, monitoring and keeping records for summer school program and Passport program (hourly after-school academic assistance).
- Administering the District's home-schooling/independent study program.

The Forestville Union School District is an Equal Opportunity Employer
