

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
Human Resources Division

Class Description  
**PRINCIPAL, ELEMENTARY SCHOOL**

**Job Purpose**

Serves as the instructional leader, chief fiscal officer, and administrator of an elementary school and is responsible for the direction of the instructional program, staff performance, and the operation of the school plant and related facilities; establishes and maintains a positive school climate for the learning, behavior, safety, health, and welfare of students and personnel.

**Responsible to**

Instructional Area Superintendent or designee

**Subordinates**

Certificated, classified and unclassified personnel, as assigned

**Functions**

Essential Functions

1. Provides leadership for and facilitates collaboration with all stakeholders on setting key objectives for learning; assesses progress toward meeting the objectives; develops the school's Single Plan for Student Achievement and measures the outcomes of these objectives.
2. Provides, supervision, guidance, and assistance in instructional practices and curriculum development that is culturally relevant and responsive to the language, social, and the academic needs of all student subgroups, including Standard English Learners, English Learners, students with disabilities, and Gifted and Talented students.
3. Provides effective professional development and training for all stakeholders to improve student achievement.
4. Directs the school's strategy and best placement of students in accordance with the District's English Learner Master Plan and as appropriate for desired student outcomes.
5. Evaluates the performance of certificated and classified personnel assigned to the school site.
6. Collaboratively creates and implements a plan for School-wide Positive Behavior Support that encourages students to set goals and monitor their own behavior.
7. Complies with and implements the District Discipline Foundation Policy and ensures respective data is entered into all District systems (i.e., iSTAR and LAUSDMax).
8. Counsels students, recommends, and implements student intervention or disciplinary actions in accordance with the Education Code, District policy and procedures, and the school's student responsibility code.
9. Organizes and implements a "Safe School Plan" and complies with mandated child abuse reporting procedures.
10. Maintains positive public relations and outreach contacts with parents and community groups.
11. Serves as a resource for and liaison to the stakeholders of the school community.
12. Ensures the maintenance of a clean physical environment that is conducive to good health and safety.
13. Interprets and implements state laws, Board of Education rules, policies, procedures, restructuring and reform efforts, collective bargaining agreements, and negotiated contracts.
14. Prepares school budgets and is responsible for the monitoring of expenditures of all school funds in accordance with federal, state, and District guidelines.
15. Organizes and is responsible for student extra-curricular activities and fundraising events.

## Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

## **Qualifications**

### Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's English Learner Master Plan.

*For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."*

### Credentials

A valid California K-12 teaching credential and an Administrative Services Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools.

### Experience

#### *Required*

1. At least eight school years of successful full-time service in a public school certificated position(s), no fewer than three years of which must have been in teaching service.
2. At least two years of service in a certificated position(s) directly related to an elementary instructional program covering grades PreK-6.
3. One of the following:
  - a. At least one year of service in an administrative or supervisory position utilizing an administrative credential;
  - b. At least one year of service in a school-based Assistant Principal position; OR
  - c. At least three years experience in a school-based leadership nonclassroom assignment.

#### *Desirable*

At least two years of successful service as an Assistant Principal, Elementary School.

*NOTE: For definitions of years of service, refer to Policy Guide E23.*

### Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of and ability to recognize the impact of the California Education Code, Board of Education rules, District policies and operating procedures, consent decrees, collective bargaining agreements, and negotiated contracts on elementary education.
2. Knowledge of current elementary instructional programs and curriculum.
3. Ability to organize and direct an educational program that provides for the social, emotional, and intellectual development of the elementary student, pre-kindergarten through grade six (ages 3-13).
4. Capacity to lead, direct, and supervise teachers and staff.
5. Ability to promote and provide opportunities for recognition, development, and leadership among students, staff, parents, and colleagues.

6. Understanding of and sensitivity to diversity in the school community and knowledge of District resources and instructional materials related to diversity.
7. Ability to communicate effectively with students, parents, peers, other District personnel, and community representatives, both individually and as a group.
8. Knowledge of and skill in effective budgetary processes and school finance.
9. Leadership skill in facilitating group processes, including consensus building and conflict resolution.
10. Ability to make formal, public presentations.
11. Ability to compose and comprehend written communication.
12. Ability to observe subordinates' activities.
13. Ability to travel to other sites/locations.
14. Mobility to traverse all areas of all work sites.
15. Mobility to respond quickly in an emergency situation.
16. Ability to cope with crisis situations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

*NOTE: This is a Master Salary (G) Table classification.*

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

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