

Mesa Union School District

Certificated Personnel

DUTIES OF PERSONNEL

Responsibilities and Duties of the Principal

General Description:

The Principal serves as the educational leader of the elementary (K-5) and Junior high school (6-8); be responsible for direction, supervision, and coordination of the instructional program, evaluate staff, be responsible for the operation of the school plant, participate in student and staff activities, be responsible for community leadership, and formulation and implementation of district policies and programs.

Primary Responsibilities and Duties:

1. Works with the school board and superintendent in defining, coordinating, interpreting and implementing the educational policy of the district.
 - a. Curriculum
 - b. Assessment
 - c. Discipline
 - d. Community Involvement
 - e. Personnel Hiring and Evaluation
2. Consults with the Superintendent on educational and organizational skills.
3. Serves as liaison between the school, the district office and the community.
4. Provides input to the Superintendent and attends board meetings, negotiating meetings, school board retreat and study session, and other meetings as assigned.
5. Supervise, evaluate and counsel certificated staff in regards to individual goals, objectives and performance.
6. Plans for and establishes public relations programs with the community.
7. Provides supervision and evaluation of the library program.
8. Provides supervision and maintenance of the P.E. and A.V. equipment.
9. Provides supervision and coordination of the Student Study Team meetings.
10. Administrative representative at district/school I.E.P. meetings.
11. Serves as the district liaison in planning and supervising psychological, speech and language, special education, and mandated health services from the County Office.
12. Coordinate district and school program reviews.
 - a. Program Quality Reviews (County)
 - b. Coordinate Compliance Review
 - c. Recognition Reviews (State and Federal)
13. Supervise and coordinate the system for properly handling bus and school discipline.

14. Confers and counsels with students, parents and staff on matters of attendance and discipline
15. Supervise, evaluate, and set standards for incentive programs and student activities.
 - a. Student of the Month
 - b. Special Tiger Cub Day activities (K-5)
 - c. Student Dances
 - d. Junior High Games
 - e. Honor Roll Trips
 - f. Student Store
 - g. Special Parties
 - h. Extended Recess
 - i. Field Trips
 - j. Awards Assemblies
 - k. Sports Awards
 - l. Field Day
 - m. Science Fair
 - n. Winter Program
 - o. 8th Grade Washington D.C. Trip
 - p. Graduation
 - q. Eighth Grade Trips
 - r. Spelling Bee
16. Schedule and supervise staff development activities
 - a. SIP Days
 - b. Minimum Days
 - c. Staff Meetings
 - d. Staff work days prior to school opening in August
17. Coordinate and supervise home-school communication (K-8)
 - a. Parent-teacher Conference Schedule (K-8)
 - b. Progress Reports
 - c. Monthly Calendar
 - d. Quarterly letters
 - e. Discipline letters-Attendance
 - f. Assignment sheets
 - g. Teacher phone calls
18. Provides supervision, evaluation and coordination of the district/school arts programs
19. Supervises, coordinates and provides leadership to staff in all aspects of the curriculum.
20. Supervises nutrition break and noon-time program in the cafeteria and on the playground.
21. Provide leadership to the School Site Council, PFO, Foundation, Migrant, PAC, and eighth grade parent meetings.
22. Responsible for development and on-going implementation of the school plan, instructional handbook, and model curriculum.
23. Be responsible for applications and implementation of special recognitions and grants.

- a. California Distinguished School
 - b. National Blue Ribbon School
 - c. Technology Committee
 - d. Class Size Reduction (CSR) Program
 - e. Library Grant Programs
24. Responsible for on-going assessment of the total school climate.
- a. Lesson Plan Review
 - b. Substitute Questionnaire
 - c. Review Student Report Cards
 - d. Classroom Observations, both formal and informal
 - e. Provide guidelines and expectations to Student Council (monthly agenda ideas).
 - f. Staff Bulletins
 - g. Webpage Updates
 - h. Tiger tales Updates
25. Be responsible for maintaining proper pupil personnel records and student class assignments.
26. Responsible for class scheduling both core and elective.
27. Responsible for conducting and implementing results of parent, staff and student surveys.
28. Responsible for supervising, scheduling and implementation of special events sponsored by PFO, Foundation, Migrant PAC, and School Site Council.
- a. Music Center Assemblies
 - b. School Carnival
 - c. Jog-A-Thon
 - d. Open House
 - e. Back to School Night
 - f. Winter Program
 - g. Graduation
29. Attend professional growth conferences and meetings as recommended and authorized by the Superintendent and the Board. (California Leadership Academy, ACSA.)
30. Formulating and implement various component objectives and activities of consolidated application. Assists staff with maintaining proper records and class profiles.
31. Maintains adequate records, reports, and evaluation requirements of various categorical programs.
32. Attends and represents the district at various meetings, workshops, advisory committee meetings, and conferences related to categorical/migrant programs, and K-8 curriculum (may occur evenings and weekends).
- a. Curriculum Council
 - b. Migrant Regional Meetings (MIST)
 - c. Project Coordinators (SIP, Bilingual, Title I)
 - d. Oxnard High Feeder School
 - e. PFO

- f. Foundation
 - g. Migrant PAC
 - h. School Site Council
33. Coordinates district's/schools comprehensive testing and evaluation program.
- a. CST's
 - b. Benchmark assessments
 - c. CELDT
 - d. Kindergarten Screening
 - e. Academic Performance Index (API)
34. Is responsible for coordination and implementation of the district's textbook and educational materials.
35. Provides coordination, assistance, and leadership to the staff in all areas of categorically funded programs and all aspects of the curriculum.
- a. SIP
 - b. Bilingual
 - c. Title
 - d. Safe and Drug Free Schools
 - e. Migrant
 - f. Mentor
 - g. Staff Development
 - h. Special Education
36. Facilitate parent-community involvement by surveying community resources, recruiting, scheduling and training of volunteers and resource people.
37. Provides supervision and evaluation of the resource room
38. Provides supervision and evaluation of the Computer Lab program (K-8).
39. Plans, supervises, and evaluates the Instructional Aide Program.
40. Plans, supervises and evaluates the cafeteria and playground aide program.