



# Irvine Unified School District

## PRINCIPAL

### K-8 SCHOOL

#### DEFINITION

Under general direction of the Superintendent, is responsible for the administration and coordination of a K-8 school.

#### SUMMARY

Directs and coordinates educational, administrative, and counseling activities of primary or secondary school by performing the following duties personally or through subordinate supervisors. Please note that K-8s in IUSD are on a year-round instructional calendar.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Demonstrates an understanding of the underlying philosophy for a K-8 school that matches the intellectual, social, emotional, and physical needs of students age 5 through pre-adolescence.
- Screens, selects, directs, and evaluates performance of certificated and classified staff members.
- Administers an articulated curriculum program; conducts regular needs assessments and interprets results to staff and community, and gives high priority to leadership for inspiring curriculum and engaging instruction.
- Relates to students with mutual respect while carrying out a positive and effective discipline policy.
- Communicates effectively with the business and residential community and participates in civic activities.
- Motivates employee performance and enhances morale.
- Administers a balanced budget and operates a school under a decentralized management system.
- Maintains a commitment to ongoing growth in self and others, supporting and participating in District and site professional growth programs.
- Promotes fund-raising and grant applications for the site and for the District.
- Possesses the knowledge to implement an employee evaluation system which might include clinical supervision.
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder.
- Possesses knowledge of local policies, state and federal laws relating to minors.
- Supervises and manages site operation to assure safety and efficiency.
- Implements and monitors special programs.
- Manages certificated and classified contracts at site level.
- Develops master schedules and calendars which maximize the possible achievement of program objectives.

#### QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; and climb or balance.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**DESIRABLE QUALITIES:**

- Promotes the success of all students
- Ability to articulate school and District policy
- Energetic approach to responsibilities
- Positive personality; sense of humor and compassion
- Creative ability
- Ability to embrace criticism and grow as the result
- Ability to visualize and implement change
- Capacity to withstand stress
- Self-motivation
- Potential for growth

**CREDENTIAL:**

Valid California Administrative Credential

**EDUCATION:**

Master's Degree, or higher, from an accredited college or university (preferred) .

**EXPERIENCE:**

Successful teaching and administrative experience in an elementary and/or middle school; experience in the area of elementary and middle school curriculum; demonstrated skill in participative management, shared decision-making and school and program planning.

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