

# Auburn Union Elementary School District

## Elementary Principal



Individual serves as educational leader and chief executive officer of a school. Is responsible for the instructional program and operation of the school plan; exercises supervision over classified and certificated staff assigned to his/her building; exercises leadership in the community.

### INSTRUCTIONAL DUTIES

Assists in preparation of school goals and objectives in measurable terms  
Recommends method by which progress shall be assessed  
Meets with teachers to determine whether agreed upon goals for student programs have been met  
Supervises and evaluates instructional programs  
Performs classroom observations and follow-up conferences to assist in solving instructional problems  
Provides assistance in selection of instructional materials  
Assigns personnel within his/her building  
Schedules classes and assigns students  
Sets up duty schedules and other schedules as may be required  
Orients personnel with regard to availability and location of school supplies, materials, and equipment  
Keeps abreast of latest educational developments through in-service classes, conferences, programs and professional materials

### STAFF

Evaluates assigned personnel in accordance with the district guidelines for evaluation and assessment and recommends appropriate action  
Participate in and makes recommendations to the Superintendent for staff selection, retention, and transfer in harmony with district policy  
Supports, interprets and informs all personnel of district policies, courses of study, curriculum guides, etc.  
Encourages and assists staff in professional growth

### STUDENTS

Develops school plans and organizational procedures for health, safety, discipline and conduct of students in conformity with district policies and the California Education Code  
Maintains student control at building level with cooperation of staff  
Assists and supports teachers in modifying student behavior  
Confers with teachers, parents, students, and others concerning behavior problems and/or potential problems

### COMMUNITY RELATIONS

Interprets the school program and its curriculum to parents through PTC, open houses, conferences, and bulletins  
Supports district policies and interprets same to the public  
Cooperates with civic and community service organizations when requested

### PLANT MANAGEMENT AND BUDGETING

Expedites all forms and reports required by law or district policy  
Refers maintenance problems to appropriate district personnel  
Develops financial plans in cooperation with district personnel, which support the achievement of goals and objectives of the school and district  
Instructs staff in methods of keeping cumulative folders, attendance accounting, health folders, reading record cards and other necessary records, as required  
Confers with staff members to establish priorities in allocating funds  
Administers school plant in conformity with California Education Code

### ADJUNCT DUTIES

Serves as a member of the Leadership Team

Attends regular board meetings as assigned

Accept additional responsibilities as assigned by the Superintendent, or as the need arises

Performs functions unique to the individual building to which he/she is assigned; such as, Special Education, School Improvement Program, etc.

Accepts district-wide responsibilities in the areas of curriculum, instruction, and administration

**STATUS**

The Principal is a member of the management team and supervised by the Superintendent.

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