

## **Cutten School District**

### **Principal Position**

#### **General Description**

Under the general direction of the District Superintendent, the Elementary School Principal serves as the primary instructional leader and administrative officer of the school site. The Principal is responsible for the total operation of the school, including curriculum implementation, staff supervision, student safety, and fostering a positive school culture that reflects the unique needs of the local community.

#### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- **Instructional Leadership:** Lead staff in continuous efforts to improve educational programs and student achievement. Ensure curriculum is consistent with California State Standards, including Common Core and Next Generation Science Standards.
- **Personnel Management:** Supervise, mentor, and evaluate all certificated and classified personnel at the school site. Conduct regular formative observations and provide coaching to teachers on effective instructional strategies.
- **Operations & Budget:** Support the management of the school budget and allocate resources effectively in alignment with the Local Control Accountability Plan (LCAP). Oversee the maintenance of school facilities and ensure a safe, orderly environment for students and staff.
- **Student Support:** Develop and monitor school behavior plans emphasizing Social Emotional Learning (SEL), Positive Behavioral Interventions & Supports, and restorative practices.
- **Community Relations:** Maintain open dialogue and foster strong relationships with families and community organizations to maximize involvement. Represent the school at community functions and District-level meetings.
- **District Oversight for Programs as Delegated by the Superintendent** (Food Service, School Site Council, ELPAC, Interventions, etc...)

## QUALIFICATIONS

- Credential: Must possess a valid California Administrative Services Credential.
- Education: Bachelor's degree required; Master's degree in Education Administration or a related field is highly preferred.
- Experience: Minimum of 5 years of successful classroom teaching experience, preferably at the TK-8 level. Previous administrative or supervisory experience is highly desirable.
- Knowledge & Skills: Demonstrated competence in communicating with diverse stakeholders and a record of improving student achievement in a diverse community.

## PHYSICAL REQUIREMENTS

- Ability to stand or sit for extended periods.
- Ability to navigate various school environments including classrooms and playgrounds.
- Ability to perceive speech and environmental sounds at normal levels for safety and communication.

## EMPLOYMENT DETAILS

- Work Year: 210 duty days.
- Salary Range: \$98,767.00–\$143,335.00 (after 25 years)
- Benefits: \$19,000 employer contribution to medical, dental, and vision; CalSTRS retirement plan.