

## Duty Statement

### Principal

1. Provides leadership to the staff in assessing school needs and determining objectives as the basis for developing long and short range plans for the school. (Code 1)
2. Interprets and implements the district approved curriculum program. (Code 1)
3. Informs children and their families how to effectively access, use, and maintain participation in all health resources under the federal Medi-Cal/Healthy Families program. (Code 4)
4. Makes referrals and/or coordinates medical or physical examinations and necessary medical /mental health evaluations. (Codes 4, 8)
5. Establishes an effective school administrative organization with clear lines of responsibility and the necessary delegation of authority. (Code 1)
6. Oversees a school site council and indicates the ability to work toward maximum instructional improvement through AB 65 and other Federal and State sources. (Code 1)
7. Identifies, provides, and coordinates in-service growth opportunities for teaching personnel within the school. (Code 1)
8. Develops strategies to assess or increase the capacity of school medical/mental health programs. (Code 14)
9. Supervises and evaluates the performance of all assigned personnel. Provides assistance as indicated and recommends appropriate action in cases of substandard performances. Identifies and encourages individual teachers with leadership potential. (Code 16)
10. Develops and monitors search and serve programs in compliance with AB 94-142. (Code 1)
11. Assigns all pupils in such a way as to encourage their optimum growth. (Code 1)
12. Explains Medi-Cal/Healthy Families eligibility rules and the Medi-Cal/Healthy Families eligibility process to prospective applicants. (Code 6)
13. Develops school plans and organizational procedures for the health, safety, discipline, and conduct of pupils as established in district procedures. (Code 1)
14. Arranges for or provides translation services (oral, written or signing) that assist the individual to access and understand necessary care or treatment covered by Medi-Cal. (Code 12)
15. Plans, supervises, and directs the business operation of the school in accordance with the district policies and procedures. (Code 1)

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16. Plans for the most effective use of curriculum materials, instructional supplies, equipment, building facilities, and school grounds. (Code 1)
17. Carries out community relations as a means of interpreting and furthering the educational, social, vocational or health programs through the PTA, Citizens Advisory Committee or other community organizations. (Codes 13, 14)
18. Participates in meetings/discussions to coordinate or review a student's needs for health-related services covered by Medi-Cal. (Codes 4, 8)
19. Plans, coordinates, and reviews the work of resource teachers and curriculum consultants assigned to assist teachers in the instructional program. (Code 1)
20. Schedules or arranges transportation to Medi-Cal covered services. (Code 10)
24. Attends meetings on MAA program and completes the quarterly MAA time surveys. (Code 15)
25. Paid time off including paid lunches, breaks, jury duty, sick, bereavement or vacation leave. (Code 16)
26. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
27. Reviewing school policies, procedures, or rules. (Code 16)
28. Providing general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
29. Evaluation of employee performance. (Code 16)
30. Completing personal mileage and expense claims. (Code 16)
31. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)