

## **METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP JOB DESCRIPTION**

**JOB TITLE:** Principal (Elementary School)  
**FLSA CLASSIFICATION:** Exempt (Administrative/Professional), salaried employee.  
**WORK DAYS:** 246 days (does not include holidays).

**STANDARD HOURS PER DAY:** 8 hours per day.

**WORK YEAR:** The work year for the Principal (Elementary School) begins on the first work day in July and ends 12 months later on the last work day in June.

**SALARY SCHEDULE & BENEFITS:** The Principal (Elementary School) is paid on the "Administrators" salary schedule, and is eligible for benefits on the "Administrators" benefits schedule.

**REPORTS TO:** The Principal (Elementary School) reports to the Associate Superintendent.

**SUPERVISES:** The Principal (Elementary School) supervises all of the teachers, support staff, and other administrator(s) assigned to work at the elementary school.

**GENERAL SUMMARY:** The Principal (Elementary School) is responsible for directing all of the operations of the elementary school. This includes the curriculum and instruction, co-curricular and extracurricular programs, staffing, fiscal management, and management of the facilities.

### **ESSENTIAL FUNCTIONS:**

1. Establishes and maintains an effective learning climate in the elementary school;
2. Directs the work activities of teachers, support staff, and the other administrator(s) to ensure that the best instructional practices are employed;
3. Directly supervises the instructional staff and other administrator(s) at the elementary school to ensure that they meet the Principal's expectations;
4. Recruits, selects, assigns, evaluates and recommends the employment or termination of all staff at the elementary school;
5. Maintains high standards of student and staff conduct, and ensures that inappropriate behavior is dealt with effectively and consistently for the betterment of the individual and the school;
6. Promotes the elementary school, its students, and its opportunities to the community, and actively engages members of the community to support the elementary school through their involvement;
7. Works cooperatively with the principals of the other elementary schools and the middle school principals to ensure the elementary school curriculum engages the middle school curriculum for a coordinated transition of students into the middle schools;
8. Keeps the Superintendent and the Assistant to the Superintendent informed of the elementary school's activities, programs, and daily operations.

### **NON-ESSENTIAL FUNCTIONS:**

1. Other duties as assigned by the Assistant to the Superintendent for Elementary Instruction.

**ENTRY-LEVEL REQUIREMENTS:**

1. **EDUCATION/TRAINING:** Master's degree required.
2. **EXPERIENCE:** At least five years of teaching experience (preferably in a large Elementary school) is required. Experience in dealing effectively with the general public and large groups is preferred.
3. **CERTIFICATIONS &/OR LICENSES:** Valid Indiana Teacher's license in elementary administration and supervision is required.
4. **OTHER:** Ability to perform the essential functions and to fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required.

**PHYSICAL REQUIREMENTS:** The duties and responsibilities of the Principal (Elementary School) involve a daily combination of office work, traveling throughout the building and grounds, and interacting verbally with students, staff, parents, members of the community, and elementary school principals in other districts.

This job does not require heavy lifting or other physical abilities often associated with manual labor.

**SENSORY REQUIREMENTS:** The ability to communicate verbally in person and via telephone is very important. The ability to compose documents that are readily and fully understood is very important.

**ENVIRONMENTAL FACTORS:** Tasks are regularly performed without significant exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.