



POSITION: Elementary School Principal

REPORTS TO: Superintendent

CONTRACT DAYS: 240

FLSA Status: Exempt

Summary:

Provides leadership and supervision in administering the elementary school's educational program to promote student development and achievement in alignment with Board of Education policies, administrative procedures, and applicable laws, while also leading program development, continuous improvement, and professional staff development.

Essential Duties and Responsibilities:

- Develops and administers school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extra-curricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Ensures that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.
- Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Organizes and conducts regular meetings with teachers for continuing development of instructional techniques.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.
- Performs other duties as assigned by the Superintendent or designee.

Education and/or Experience:

- Bachelor's and Master's Degree from an accredited college or university.
- Extensive successful teaching experience at the Elementary School level, preferably in more than one subject area and grade level.
- Successful administrative experience at the Elementary School level is preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Certificates, Licenses, Registrations:

- Valid South Carolina Teaching License in one of the following areas:
- Elementary or Secondary Principal (Tier I, Tier II)
- Elementary or Secondary Supervisor
- Motor Vehicle Operator's License or ability to provide own transportation.

Supervisory Responsibilities:

Oversees and evaluates all school staff, including teachers and support personnel. Provides clear expectations, ongoing coaching, and professional development to support staff growth and performance. Manages staff assignments and schedules while fostering a collaborative, accountable, and student-focused school culture.

Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of assessment data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to analyze information and use logic to address work related issues and problems. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to quickly assess employee, departmental and administrative needs and provide timely feedback.

Other Skills and Abilities:

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, parents and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to organize and implement a flexible work schedule in order to meet reporting deadlines. Ability to self-monitor and manage multiple tasks while working individually and with members of a group. Ability to submit all requested reports and documentation in a timely manner and in accordance with scheduled deadlines. The position requires meeting deadlines, and interacting with teachers, administrators, parents, and community members.

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles and behavioral management methods.
- Knowledge of elementary curriculum and concepts.
- Knowledge of best practices in administration, program evaluation and staff supervision.

- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education.
- Ability to use computer network systems and software applications as needed.
- Ability to develop and implement projects..
- Ability to communicate effectively with students and parents.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.

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.

The employee will occasionally lift and/or move up to 50 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Occasionally the position requires the employee to work irregular or extended hours.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

Travels to school district buildings and professional meetings as required.

TERMS OF EMPLOYMENT:

The terms of employment detailed in this job description are based on full time employment during an entire school year. Conditions of employment are adjusted for part time employees or individuals who are hired for less than an entire school year.

EVALUATION:

Performance of this job will be evaluated annually according to Board Policy.

DISCLAIMER STATEMENT:

The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.