

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

- Position:** Elementary School Principal, Sedalia ES, 2024-2025 SY
- Date:** March 18, 2024
- Reports to:** Superintendent
- Employment Status:** Regular/Full-time
- Salary:** Range: \$99,628 - \$124,421
- Description:** Provides visionary educational leadership at the elementary school level to certificated and classified team members; facilitates an educational setting that promotes a positive learning experience for elementary school students; and is a manager of district resources
- NOTE:** The below lists are not ranked in order of importance

Essential Functions:

- Provide supervision to maintain a clean, neat, and safe school environment
- Ensure safety of students
- Serve as instructional leader for the school(s), providing direction, motivation, and supervision to accomplish all curricular and extracurricular goals and objectives
- Oversee activity budgets, expenditures, and reporting. Make a complete accounting of all extracurricular funds for the schools and approve/monitor any fundraisers.
- Analyze staffing needs and makes recommendations to the Superintendent regarding staff assignments
- Provide leadership in locating and screening applicants, conducting interviews, and making recommendations to the Superintendent for the filling of staff vacancies
- Supervise substitute teachers and other temporary personnel
- Coordinate the schedule of all travelling personnel
- Participate in the district administrative team
- Prepare an annual report and oversee annual planning and goal-setting for the schools
- Maintain inventories, and distributes supplies, equipment, and materials as needed
- Conduct fire and safety drills
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Responsible for the safety and administration of the school plant and grounds
- Establish and maintain a positive public relations program
- Oversee the guidance program
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Establish a school schedule
- Responsible for personnel evaluations along with assistant principal
- Recommend to the Superintendent continuation or non-continuation of employment of teachers
- Conduct regular staff meetings
- Assist in the recruitment, in-service training, assigning and orientation of school staff
- Oversee the maintenance of records and controls in the funds of the school activity account
- Supervise the maintenance of student records
- Direct, supervise and evaluate the instructional and guidance programs and the work schedule of all assigned personnel
- Responsible for the registration, assignment, promotion or retention of all students along with Guidance Counselor
- Develop policies/plans for safeguarding equipment and property
- Recommend curriculum changes

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- Make classroom visits to observe teachers
- Direct and coordinate the classified staff assigned to the elementary school
- Oversee the recording and reporting of all building employee leaves
- Schedule educational assemblies for the student population
- Supervise the health service program for the building along with school nurse
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., staff personnel information, student files
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Develop and implement student recognition programs
- Coordinate and plan meetings for staff department chairs and team leaders

Other Duties and Responsibilities:

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

Qualifications: 3-5 Years Experience as a Building Administrator

- Master's degree (M.A.) from an accredited college or university
- Certification/Licensure by Ohio Department of Education as elementary principal (grades K-5)
- BCII/FBI clearance
- Minimum of five years teaching experience
- Successful classroom teaching experience
- CPR certification
- Training in first aid
- Excellent interpersonal communication skills, both oral and written
- Prior experience as principal or assistant principal, or in a comparable instructional leadership position
- Knowledge of child development and K-5 curriculum preferred
- Proven record of excellent attendance and reliability
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Other Desirable Qualifications:

- Technology competency at novice or better level
- Display whole personality traits such as sense of humor, tact, friendliness, understanding, fairness, patience, and vitality

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of current administrative procedures and practices
- Knowledge of school laws and regulations
- Familiarity with computer systems of management, EMIS, and personal computer systems
- Knowledge of school administration and elementary school curriculum
- Demonstrated record of successful school leadership
- Knowledge of school finance and law

Equipment Operated:

- Interactive white board
- Wireless slate
- Telephone
- Computer
- Printers
- Office equipment, e.g., copy machine, fax machine, scanner
- Security equipment

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent operation of a vehicle in inclement weather conditions
- Frequent interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

Terms of Employment:

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.