



An Equal Opportunity Employer

Flint Community Schools

Human Resources

Employee Job Description

Job Title: Principal – Elementary

Job Summary:

The Elementary Principal is the instructional and operational leader of the school, responsible for creating a positive learning environment that promotes academic excellence and student growth. The Principal provides leadership in the development, implementation, and evaluation of the instructional program, ensures adherence to district goals and policies, and fosters strong relationships among students, staff, families, and the community.

Essential Functions (May include, but not limited to):

1. Oversees the daily operations of the school, ensuring alignment with district policies and educational standards.
2. Provides visionary instructional leadership to develop, implement, and evaluate a developmentally appropriate and academically rigorous program for all students.
3. Plans, organizes, and supervises all school-sponsored activities and events to support student engagement and achievement.
4. Cultivates positive relationships with families, community stakeholders, and local organizations to promote school initiatives and resolve individual concerns.
5. Establishes and maintains a safe, inclusive, and effective learning environment that supports student success and well-being.
6. Leads school improvement initiatives and assumes accountability for student academic performance and progress.
7. Enforces the Student Code of Conduct fairly and consistently in alignment with district discipline policies.
8. Develops, submits, and manages the school's budget, ensuring responsible and effective use of resources.
9. Provides ongoing instructional supervision and support to staff through classroom observations, feedback, and professional development.
10. Conducts performance evaluations of all assigned staff according to district guidelines and timelines.
11. Communicates effectively with parents and the community regarding the school's programs, policies, and student outcomes.
12. Implements all Board of Education-approved policies, administrative regulations, and district procedures within the school.
13. Assigns staff and organizes class loads to maximize instructional effectiveness and efficiency within established guidelines.
14. Promotes and communicates district goals, initiatives, and educational priorities to staff, families, and the school community.

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15. Maintains accurate records, submits required reports, and oversees compliance with school documentation requirements.
16. Oversees custodial, cafeteria, and building maintenance operations to ensure a clean, safe, and supportive environment.
17. Supervises school safety personnel and coordinates emergency and security protocols as appropriate.
18. Ensures accurate financial oversight of school accounts and fundraising activities, maintaining compliance with district policies.
19. Collaborates in the recruitment, selection, and onboarding of high-quality staff for the school.
20. Interprets and communicates relevant policies, collective bargaining agreements, and procedural expectations to staff, students, and families.
21. Actively participates in district leadership meetings and collaborates with colleagues to advance district-wide goals.
22. Keeps the superintendent or designee informed of school operations, accomplishments, and challenges.
23. Performs other duties as assigned by the Chief Innovation Officer to support district and school success.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

Education:

Master's degree, specialist or advanced degree in educational leadership, curriculum, or related field is required. Candidates must possess the required certification credits mandated by the Michigan State Board of Education. Valid Michigan Teacher Certificate preferred. State of Michigan School Administrator Certification Required (see note below).

***NOTE:** Pursuant to MCL 380.1246 subsection (3), a person employed as a school administrator, after January 4, 2010, will have six months to enroll in a program leading to certification as a school administrator and three years to meet certification requirements. Per the School Administrator Certification Code, a person employed as a school administrator, whose primary responsibility is to administer instructional programs, must hold a valid Michigan School Administrator Certificate or work under a valid School Administrator Permit. Administrators not possessing a School Administrator Certificate at time of hire must obtain an annual School Administrator permit and demonstrate progress toward certification.

Experience:

Five years successful certified teaching experience preferred. Experience at the appropriate level is desirable (elementary or secondary based on current vacancy/potential placement). Three years of successful administrative experience preferred.

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Skills/Other:

Knowledge of state and federal mandates related to student achievement. Excellent communication skills (written and oral) with a wide variety of audiences. Use of technology for performing administrative tasks as well as supporting staff efforts to incorporate technology in their teaching and student learning. Skills necessary to observe, evaluate and provide direction to both certified and noncertified staff to maximize performance.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

Other Requirements:

Must comply with the Student Safety Initiative Legislation, as amended. Newly hired staff are required to successfully complete the following pre-employment screenings: 1) Physical examination by a licensed healthcare provider, 2) Criminal background check, including national and local clearance 4) 5-panel drug screening to ensure drug-free workplace.

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Special Job Considerations

Certification: Required

Type of Certification: Administrative

Bargaining Unit Position: Congress of Flint School Administrators

Salary Schedule: Administrative, Group 4, 210 days per year

Reports To: Chief Innovation Officer

Supervision: Building Staff

Date: 6/26/2025

TM: tvs

Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of race, color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs
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