

- A. **Job Title:** Elementary Principal
- B. **Department:** Administration
- C. **Education Level and Certification:** Bachelor's degree required; Master's degree or higher preferred. Must possess a Nebraska Administrative and Supervisory Certificate at all times during employment with such endorsements as required by NDE Rule 10 and all other required or assigned certification and training.
- D. **Reports To:** Superintendent or Superintendent's Designee
- E. **Required Job Tasks**

The Elementary Principal is the chief administrator of the elementary school and serves in both a leadership and management role. The responsibilities of the Elementary Principal extend to all activities of the elementary school. The Elementary Principal may delegate performance of management duties. Such delegation does not relieve the Elementary Principal from ultimate responsibility or accountability.

1. Serve as the educational leader of the school and as a positive contributing member of the administrative team.
2. Provide a leadership structure to ensure rules and instructions to school employees and students are in compliance with Board policy.
3. Prescribe rules for the classification and advancement of students in accordance with policies.
4. Collaborate with the administrative team and teachers to develop and maintain curriculum standards, develop mission statements, and to set performance goals and objectives.
5. Observe teaching methods and examine instructional materials in order to evaluate and standardize curricula and teaching techniques, and to determine areas where improvement is needed.

6. Collect and analyze survey data, regulatory information, and data on demographic and employment trends to forecast enrollment patterns and curriculum change needs.
7. Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
8. Enforce discipline and attendance rules.
9. Teach classes or courses to students when necessary in the absence of teachers.
10. Establish, coordinate, and oversee particular programs, such as programs to evaluate student academic achievement.
11. Ensure completion of student assessments in accordance with Board policy and state and federal laws and regulations. Initiate program changes in light of such assessments.
12. Ensure that the mission and goals of the school district are adequately reflected in the school's educational program and operations.
13. Ensure implementation of all board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
14. Develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction.
15. Develop and maintain a positive, professional rapport with students and parents.
16. Serve as a role model to all students.
17. Serve as a positive member of the community in a way that does not negatively affect the District's reputation or image in the community.
18. Refrain from engaging in conduct that interferes with the operations of the District, including the education of students.
19. Develop and maintain a positive and professional working relationship with other staff and administration.
20. Adhere to all District policies, rules, regulations, and supervisory directives.
21. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
22. Adhere to the code of ethics of the District and the Nebraska Department of Education (NDE Rule 27).

F. FLSA Status: Exempt.

1. Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.
2. Executive exemption: The primary duty of the employee is the management of a department or subdivision. The employee customarily and regularly directs the work of two or more other employees and has authority to hire or fire other employees or the employee's recommendations as to hiring, firing, promotion or other change of status of other employees are given particular weight.

3. Administrative exemption: The employee has the primary duty of performing office or non-manual work directly related to the management of general business operations of the school district. The employee customarily and regularly exercises discretion and independent judgment or has a primary duty of performing administrative functions directly related to academic instruction or training in the school district or a department or subdivision.

G. Essential Functions: The essential functions of the Elementary Principal position include: (1) regular, dependable in-person attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and (3) the ability to perform the following identified physical requirements:

Physical Elementary		Requirements Principal		NE	NE	E	E	E
E = Essential NE = Non-Essential								
Stamina								
1.	Sitting						X	
2.	Walking						X	
3.	Standing						X	
4.	Sprinting/Running	X						
Flexibility								
5.	Bending or twisting at the neck more than the average person					X		
6.	Bending or twisting at the trunk more than the average person					X		
7.	Squatting/Stooping/Kneeling					X		
8.	Reaching above the head					X		
9.	Reaching forward					X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)					X		
Activities								
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X					
12.	Hand/grip strength					X		
13.	Driving on the job					X		
14.	Typing non-stop					X		
Use of Arms and Hands								
15.	Manual dexterity (screwing a lid on a jar)					X		
16.	Finger dexterity (typing)					X		
Lifting Requirements								
17.	Lifting up to 10 pounds (Mark all that apply)							
	Floor to waist					X		
	Waist to shoulder					X		
	Shoulder to overhead					X		
18.	Lifting 11 to 25 pounds (Mark all that apply)							
	Floor to waist					X		
	Waist to shoulder					X		
	Shoulder to overhead		X					
19.	Lifting 26 to 50 pounds (Mark all that apply)							
	Floor to waist					X		
	Waist to shoulder					X		
	Shoulder to overhead		X					
20.	Lifting 51 to 75 pounds (Mark all that apply)							
	Floor to waist	X						
	Waist to shoulder	X						
	Shoulder to overhead	X						
21.	Lifting 76 plus pounds (Mark all that apply)							
	Floor to waist	X						
	Waist to shoulder	X						
	Shoulder to overhead	X						
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X						
Pushing/Pulling								
23.	25 to 50 pounds		X					
24.	51 to 75 pounds		X					
25.	76 to 90 pounds	X						
26.	Over 90 pounds	X						
Carrying								
27.	10 to 25 pounds		X					
28.	26 to 50 pounds		X					
29.	51 to 75 pounds	X						
30.	76 to 90 pounds	X						
31.	Over 90 pounds	X						

