

ELEMENTARY PRINCIPAL

SPA License Status:	<i>Licensed/Contract</i>
SPA Probation:	<i>Exempt-Licensed Administrator</i>
FLSA Status:	<i>Exempt</i>
Supervisor:	<i>Superintendent (or designee)</i>
Salary Schedule:	<i>Management & Administrative Support, Range 9</i>
Supervises:	<i>Students and staff in assigned school</i>
Terms of Employment:	<i>8 hours / 12 months</i>
Job Goal:	<i>Serves as the instructional leader and chief administrator of the school, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are achieving academic excellence and are supervised in a safe, child-centered learning environment.</i>

Minimum Qualifications

1. *Valid New Mexico Public Education Department (PED) PK – 12 Administrative License*
2. *Three years of administrative experience beyond internship, preferred.*
3. *Minimum of three years of successful teaching experience.*

Job Duties

1. *Instructional Leadership-promotes the success of all students by maintaining a culture that supports achievement, high-quality instruction and professional development to meet the diverse learning needs of the school community.*

Observations

- *Conducts classroom observations that are accurate and constructive*
- *Performs comprehensive staff evaluations and provides timely and actionable feedback to teachers*
- *Provides comments that are helpful and open the pathway for achievable and measurable improvement*

Community/Stakeholder Involvement

- *Accommodates local educational and community culture*
- *Makes curricular, school event calendar, and operational decisions with feedback from stakeholders and consideration of local community and culture*
- *Makes artifacts such as meeting notes and next steps/action available when appropriate through public medium such as the school website*

Data Utilization

- *Explains and utilizes educational data in a formative manner throughout the school year*
 - *Possesses a clear understanding of and uses educational data in a measurable and flexible cycle of improvement in the instructional delivery of the standards and curriculum in the district and school Utilizes public means of collecting data/input from the community, staff and other stakeholders regarding school operations*
 - *Manages artifacts to support implementation of instructional practices and/or standards and curriculum in the school*
2. *Communication-uses communication and relationship-building skills to engage the larger community in the knowledge of and advocacy for equity in meeting the diverse needs of the school community.*

Demonstrates positive leadership using school-wide communications

- *Takes initiative to develop and encourage school communications*
 - *Uses written and oral communication that is clear, articulate and understandable*
 - *Takes part in school communications and demonstrates leadership conducive to open and communicative school culture*
3. *Professional Development-organizes and coordinates ongoing professional learning opportunities that are aligned with the New Mexico Professional Development Framework and supports the diverse learning needs of the school community.*
 - *Collaborates with teacher to create a focused Professional Development Plan (PDP) based upon school and teacher goals that include focused, relevant PD*
 - *Works with staff to obtain additional professional development relevant to school goals.*
 - *Participates and implements strategies/ideas for school-wide professional development*
 4. *Operations Management-manages the school campus, budget and daily operations to equitably meet the diverse learning needs of the school community.*
 - *Prepares and implements a school improvement plan utilizing fiscal and/or non-fiscal school-related resources at the school.*
 - *Ensures that the school is visibly clean and there are no hazards to students and staff.*
 5. *Supervision of Assigned Staff Members— In addition to other duties a school principal shall: Under the general supervision of the superintendent or his/her designee, assume administrative responsibility and overall instructional leadership for the public school to which he/she is assigned, including the discipline of students and the planning, operation, supervision and evaluation of the educational program of the school.*
 6. *Recommend to the Superintendent or his/her designee the employment, promotion, transfer, discharge and termination of school employees in his/her school.*
 7. *Evaluate the performance of school employees and develop professional development plans or job improvement plans to assist school employees to improve.*
 8. *Take disciplinary action against assigned site staff members.*
 9. *Develop a proposed budget for the school and submit it to the superintendent or his/her designee.*

Other

- *Adhere to New Mexico Administrative Code and regulations.*
- *Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.*
- *Adhere to applicable NM PED Manual of Procedures (PSAB) and district policy regarding budget accountability.*
- *Communicate with the Superintendent (or designee) regularly about the needs, successes*

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and general operation of the school.

- *Maintain a safe school environment by conducting and monitoring safety drills on a monthly basis.*
 - *Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.*
 - *Maintain good attendance.*
 - *Be punctual to work.*
- 10. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
 - 11. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
 - 12. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
 - 13. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
 - 14. Evenings and weekend work may be required.*
 - 15. Perform such other tasks as may be assigned.*

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology.

WORKER TRAITS—Aptitudes

- 1. Verbal ability required to understand oral and written instructions*
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating machines and equipment essential to the job*
- 3. Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
- 4. For further information regarding worker traits, please see attached job analysis*

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

*Print Name*_____

*Signature*_____ *Date*_____

*Approved By*_____ *Date*_____