

# LAFAYETTE SCHOOL CORPORATION

## POSITION DESCRIPTION

POSITION TITLE: Edgelea Elementary School Principal

REPORTS TO: Superintendent of Schools & Associate Superintendent

### PRIMARY FUNCTION:

Serve as the instructional leader of the school to which he/she is assigned and, as such, shall be responsible for the direction, development, implementation, coordination, and evaluation of the school's total educational program. Additionally, the principal shall be responsible for managing the school's total resources, supervising all school activities, ensuring the safety and welfare of all pupils, evaluating the effectiveness of all educational activities, and implementing LSC policies.

**MAJOR RESPONSIBILITIES:** Shall include but not be limited to the following:

#### **1. Alignment with the LSC Mission, Vision, and Values:**

- Coordinate efforts with all LSC administrators, certified staff, and classified personnel to create meaningful educational opportunities that result in high-quality learning and growth for all students.
- Work every day to create an environment that nurtures, inspires, and empowers.
- High value placed on:
  1. student success.
  2. safety and well-being for all.
  3. respecting the culture and diversity of all students and families.
  4. district employees.
  5. innovation.
  6. engaging with the community.

#### **2. Leadership and Management:**

- Lead and manage the overall operations of the intermediate school.
- Foster a positive, safe, and inclusive school culture that supports academic achievement and student well-being.
- Implement school policies and procedures effectively and ensure compliance with educational standards and laws.
- Supervise and evaluate staff, including teachers, administrative personnel, and support staff.
- Manage student discipline and behavior, ensuring consistency with school rules and procedures.

#### **3. Academic Oversight:**

- Collaborate with teachers to develop, implement, and assess curriculum and instructional strategies that promote student learning.
- Monitor and assess student academic progress, identifying areas where intervention is needed.

- Promote professional development opportunities for staff to improve instructional practices.
  - Work to integrate technology into the learning environment to enhance student engagement and achievement.
- 4. Student Support and Well-being:**
- Provide leadership in student support services, including counseling, special education, and extracurricular activities.
  - Implement programs to address student needs, such as academic support, mental health resources, and anti-bullying initiatives.
  - Ensure a safe and healthy school environment, focusing on both physical and emotional well-being.
- 5. Communication and Community Relations:**
- Serve as the primary liaison between the school and parents, the community, and the school district.
  - Communicate regularly with parents regarding student progress, school events, and important announcements.
  - Organize and participate in school events, meetings, and conferences to engage the broader community and foster school spirit.
- 6. Budget and Resource Management:**
- Manage the school's budget, ensuring proper allocation of resources for academic programs, extracurricular activities, and other school needs.
  - Ensure the effective use of school facilities and resources, including textbooks, technology, and instructional materials.
- 7. Compliance and Reporting:**
- Monitor compliance with state and federal education laws and regulations.
  - Prepare reports on student achievement, school performance, and other key metrics for the school district and state authorities.
  - Ensure all required assessments, such as state standardized tests, are administered according to guidelines.
- 8. Professional Development and Continuous Improvement:**
- Stay current with educational trends, research, and best practices, implementing improvements where necessary.
  - Support teachers and staff in achieving their professional growth goals and maintaining certifications.
  - Advocate for the school's needs to district leadership and provide feedback for continuous improvement.
- 9. Additional Responsibilities**
- Assume such other responsibilities as may be assigned by the Associate Superintendent or Superintendent.

## **QUALIFICATIONS & SKILLS:**

- **Education:**
  - A Master's degree in Educational Leadership, School Administration, or a related field.
- **Experience:**
  - Classroom teaching experience required.
  - Elementary teaching experience preferred.

- Building-level leadership experience required.
- Building-level administrative experience required.
- High Ability experience is preferred but not required.
- Dual Language Bilingual Education experience is preferred but not required.
- **Certifications:**
  - Valid Indiana Building Level Administration or Superintendent license covering grades K-4.
- **Skills:**
  - Strong leadership, communication, and interpersonal skills.
  - Ability to work collaboratively with faculty, staff, parents, and community members.
  - Conflict resolution and problem-solving abilities.
  - Knowledge of curriculum development, assessment practices, and student behavior management.
  - Familiarity with budgeting and resource management.
  - Understanding of High Ability programming.
  - Understanding of DLBE or Multi-lingual Learner programming.
  - Ability to analyze and act upon pertinent data.
  - Consistent decision-making process.
  - Holds students, staff and families accountable.

#### **PERSONAL CHARACTERISTICS:**

- Visionary and strategic thinker, with the ability to stay positive to inspire and motivate others.
- Compassionate and supportive, with a deep commitment to the well-being and success of all students and staff.
- Organized and detail-oriented, capable of managing multiple responsibilities effectively.
- Approachable and present for students, staff, and families.
- High level of integrity and sense of fairness.
- Flexible and promotes a healthy work-life balance.

#### **WORKING CONDITIONS:**

- Typically work a standard school day with occasional evening or weekend commitments for meetings or events.
- May face challenging situations such as managing student behavior, addressing parent concerns, and meeting various administrative deadlines.
- A full-time Assistant to the Principal is assigned to assist with office-related tasks.
- A half-time Assistant Principal is assigned to assist with administrative duties.