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| <b>TITLE:</b>      | <b>Principal, Elementary School</b>               | <b>STATUS:</b>    | <b>Exempt</b>                   |
| <b>REPORTS TO:</b> | <b>Executive Director of Elementary Education</b> | <b>TERMS:</b>     | <b>223 Days</b>                 |
| <b>DEPARTMENT:</b> | <b>Elementary Education</b>                       | <b>PAY GRADE:</b> | <b>AP8, Chapter 21 Contract</b> |

**PRIMARY PURPOSE:**

Direct and manage the instructional program and supervise operations at the campus level. Provide instructional leadership to ensure high standards of instructional service. Direct the implementation of district policies and instructional programs and manage the operations of all campus operations and of all campus activities.

**QUALIFICATIONS:**

**Education/Certification:**

Master’s degree from an accredited college or university  
Valid Mid-Management/Principal’s certification

**Special Knowledge/Skills:**

Good communication skills (verbal and written)  
Working knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Ability to manage budget, personnel and coordinate campus functions  
Ability to explain policy, procedures and data (verbal and written)  
General computer skills  
Ability to successfully interact with students, professional employees, parents, and district patrons  
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

**Experience:**

Three years’ teaching experience  
Five years of administrative experience (preferred)

**SUPERVISES:**

Professional, paraprofessional, and auxiliary staff as assigned

**WORKING CONDITIONS:**

Mental Demands/ Physical Demands/Environmental Factors:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 35 pounds.

**Essential Functions:**

1. Monitor instructional and managerial processes to ensure program activities are related to program outcomes and use the findings for corrective action and improvement, as well as recognition of success.
2. Work with staff to plan, implement, and evaluate the curriculum on a systematic basis; include students and community representatives (when appropriate).



3. Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.
4. Provide for two-way communication with superintendent, staff, students, parents, and community.
5. Communicate and promote expectation for high level performance from staff and students; recognize excellence and achievement.
6. Facilitate effective and timely resolution to conflicts.
7. Determine and build a common vision with staff for school improvement; direct planning activities, and implement programs collaboratively with staff to ensure attainment of the school's mission.
8. Identify, analyze, and apply research findings to facilitate school improvement.
9. Lead a collaborative process to develop campus performance objectives involving staff, parents, and community members.
10. Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each academic excellence indicator.
11. Interview, select, and orient new staff.
12. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
13. Observe employee performance, record observations, and conduct evaluation conferences with all staff; serve as a teacher supervisor and/or other appraiser in the Professional Development Appraisal System.
14. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
15. Confer with subordinates regarding their professional growth; work with them to develop and accomplish improvement goals.
16. Develop budgets based upon documented program needs, estimated enrollment, personnel , and other fiscal needs; implement programs within budget limits; responsible for maintaining fiscal control over assigned program budgets; accurately report fiscal information.
17. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
18. Responsible for the maintenance and accuracy of information regarding inventory of fixed assets (e.g. machines and equipment with serial numbers, and library books) assigned to campus.
19. Work with faculty and encourage student input to develop a student management system which results in positive student behavior and enhances the school climate.
20. Ensure school rules are uniformly observed and student discipline is appropriate and equitable.
21. Conduct conferences with parents, students, and teachers concerning school and student issues.
22. Articulate the school's mission to the community and solicit support in realizing the mission.
23. Use appropriate and effective techniques for community and parent involvement.
24. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
25. Develop and submit yearly updates for a campus improvement plan, student handbook and course selection guide.
26. Develop, with the assistance of the site-based decision-making committee, annual campus performance objectives for each of the Academic Excellence Indicators.
27. Develop, maintain and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each Academic Excellence Indicators (9-step process).
28. Perform duties in a responsible manner as defined in the Educators' Code of Ethics.

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The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

