

OCSD Job Description

POSITION TITLE: Elementary School Principal

DEPARTMENT: Administration

REPORTS TO: Superintendent

OBJECTIVE:

Under limited supervision, provides the leadership and management skills necessary to maximize the efforts of teachers and students in an environment which is conducive to educational enhancement, growth and achievement for students; directs all daily operations of the school campus; supervises and coordinates the work of all assigned professional and classified personnel; ensures subordinates' adherence to District policies, regulations and goals. Reports to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides leadership and management of the assigned elementary school, including all instructional and administrative programs and activities.

Supervises all professional and classified staff members; assigns workloads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; and recommending the discipline and discharge of employees as appropriate.

Reviews the work of subordinates for completeness, accuracy and adherence to District policies; evaluates and makes recommendations as appropriate; evaluates and counsels all staff members regarding their individual and group performance.

Authorizes the placement of substitute teachers on an eligibility list, and monitors their work. Assists in planning, organizing and implementing staff development programs.

Seeks to maintain an atmosphere conducive to good teacher-teacher and teacher-administrator relationships.

Prepares and administers the school's operating budget; serves as overall custodian of school funds allocated to or collected by the school; approves expenditures and prepares related reports.

Seeks, secures and administers school-level grants for projects and programs.

Plans, evaluates and recommends school-wide programs, policies, goals and objectives. Ensures that all Board of Trustees and administrative policies are effectively explained and implemented.

Ensures school compliance with the requirements of state and regional accreditation standards and regulations.

Supervises, reviews and evaluates the instructional program; observes classroom environment and makes recommendations for improvement in instruction and class management as appropriate

Assists in the selection of and supervises the distribution, storage and inventory of all textbooks, instructional materials and supplies for building operation.

Develops and coordinates a school master schedule that meets students' needs and adheres to District guidelines.

Supervises the guidance program to enhance individual student education and development.

Maintains high standards of student conduct and enforces discipline as necessary, complying with due process and rights of students.

Receives and responds to inquiries, concerns and complaints from teachers, students and parents; maintains effective relationships with students and parents; works to resolve administrative, instructional and behavioral problems.

Works with authorized personnel and/or contractors in the maintenance, modification and utilization of the building, physical facilities and school grounds; supervises building custodial care.

Supervises and participates in the preparation and maintenance of all such records and reports as are required by law, Board policies and administrative directives.

Reviews, approves, helps in planning and exercises ultimate supervision over all school programs, clubs, special services, projects, events and publications; provides leadership and administrative support to volunteers, School Improvement Council members, PTO officers and members, and others; coordinates school activities with those of other District schools as appropriate; attends special events, including night activities; assists in supervising students in school-sponsored events; encourages teacher participation in school and/or school-related activities.

Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus; prepares and maintains the school crisis management plan; conducts emergency drills.

Keeps abreast of developments and innovations in the profession and ensures that staff members remain current as well.

Keeps the Superintendent informed of events and activities of an unusual nature as well as routine matters related to the Superintendent's accountability.

Plans and participates in efforts to build or enhance community support of school programs and projects; attends and participates in community meetings as appropriate; prepares and distributes publicity materials, including newsletters and fliers.

Conducts meetings of the staff and attends principal's and other District meetings as necessary.

Prepares and/or processes budget documents, purchase orders, performance evaluations, statistical reports, grant reports, test score analyses, strategic plans, school report card and annual summary report, and other records, reports, memos, correspondence, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Superintendent, other District administrators and staff, school administrators and teachers, Board members, State Department of Education personnel, various committees, parents, students and the general public.

Attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

QUALIFICATION REQUIREMENTS/EXPERIENCE

Requires a Master's degree in education administration supplemented by at least three years of experience as an assistant principal, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess valid teacher and principal certificates from the S.C. State Board of Education. Must possess a valid state driver's license.

Orangeburg County Public School District is an Equal Opportunity Employer. Orangeburg County Public School District ensures equal employment opportunities regardless of race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff members with a wide variation in background, culture, educational preparation, and

previous experience. Orangeburg County Public School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.