



JOB INFORMATION

<i>Job Title:</i>	Elementary School Principal
<i>Version Date:</i>	12/9/2020
<i>Category:</i>	Administration
<i>Department:</i>	Instructional Services
<i>Work Year:</i>	193 Day, 11 Month Contract
<i>FLSA Classification:</i>	Exempt

JOB SUMMARY

By use of leadership, supervisory, and administrative skills, manage assigned school to promote the educational development of each student. The principal reports all major disciplinary infractions to the Superintendent or designee. The principal will report to the Superintendent in the development of the principal's budget. The Superintendent will utilize the services of the Assistant Superintendent of Educational Programs and the Director of Finance in the development of each school's budget. The principal will report to the Assistant Superintendent of Educational Programs in all matters of instruction, curriculum, and certified personnel. The Assistant Superintendent of Educational Programs will from time to time utilize his/her services or assign other members of the central administrative staff in aiding the principal. These staff members may include but are not limited to Coordinator of Educational Programs, Director of CTE, and Director of Special Education. The principal will keep the Assistant Superintendent or designee informed regarding maintenance, general upkeep, and repairs to the principals building.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Develops plans, which assess the needs of the students in the neighborhood served.	15%
After conducting a needs assessment the most effective educational program plan is developed and implemented utilizing all available resources of the school system and community.	15%
Develops a plan for the evolution of the school's educational program. The evolution system contains measurable components, which are outcome based and provide for comparison over time	5%
Provides leadership to the school's accountability committee, ensuring that the committee members work toward school improvement pursuant to established bylaws.	5%
Plans, organizes, and directs the implementation of all school activities. Attends special events held to recognize student achievements and attend school sponsored activities and functions.	5%
Develops a program of public relations designed to further the community's understanding of the school and enhance the support of the educational program.	5%
Assists in the recruiting, screening, hiring, and assigning of all school staff members.	2%
Evaluates all staff members regarding their performance with emphasis on individual growth and development. Evaluations are fair, professional, and credible.	3%
Prepares and supervises the accurate preparation of all reports required for the school's administration.	5%
Conducts regular scheduled staff meetings to keep staff informed of new educational programs, policy changes, and items of interest for the school.	2%
Establishes discipline guidelines and due process procedures to ensure proper student conduct and maintenance of appropriate student behavior.	2%

Administers the school in accordance with the laws of the State of Colorado, policies of the Board of Education, and established direct rules and regulations.	4%
Orients newly assigned staff members and assists in the establishment of all staff development programs for all staff members assigned to the school.	5%
Keeps the central administrative staff informed of the school's issues, needs, and operations.	5%
Develops, implements, and administers the school's program and activities budgets. Maintains a system, which provides for complete accounting of funds and appropriations associated with the budgets.	3%
Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and discussing problems of mutual interest with others in the field.	2%
Implements and supervises the school's Special Education Program.	5%
Coordinates and assists in the supervision of support services including maintenance, security, food services, financial and accounting functions, and media center and library activities.	4%
Supervises the guidance program to enhance individual student growth and development.	2%
Performs such other tasks and assumes such other responsibilities as the Superintendent or Associate Superintendent of Instructional Services may from time to time assign.	6%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Master's Degree	<i>With valid type D Certificate with appropriate endorsements.</i>	Required	
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Work Experience

3 years or more	<i>The employee is required to have at least three years successful teaching experience, one year of which shall have been at the elementary level.</i>	Required	
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PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping				X		
Grip				X		
Handling			X			
Kneeling	X					
Reaching (Abduction)		X				
Reaching (Adduction)		X				
Lifting (Above Shoulder)			X			
Pinch			X			
Pulling (Horizontal)		X				
Pulling (Vertical)		X				
Pushing (Horizontal)		X				
Pushing (Vertical)		X				
Lifting (Floor to Waist)		X				
Lifting (Waist to Shoulder)		X				

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Reaching (Forward)			X			
Vision (Far)				X		
Reaching (Waist to Shoulder)		X				
Reaching (Above Shoulder)		X				
Reading					X	
Repetitive Motions			X			
Sitting				X		
Standing				X		
Wrist Deviation (Wrist Extension)				X		
Reaching (Floor to Waist)		X				
Vision (Near)					X	
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other		X			

Valid Driver's License Required

<i>Yes/No</i>	<i>Drivers License</i>
Yes	Valid drivers license with a safe driving record.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.