POSITION GROUP: Administration

POSITION TITLE: Principal – Elementary School

DEPARTMENT: Elementary Education

REPORTS TO: Assistant Superintendent, Elementary Schools, Equity & Instruction

SUPERVISES: Administrative Staff and Support Staff

POSITION GOAL(S):

The primary responsibility of the Elementary School Principal is to provide instructional leadership and organizational management/supervision to support the educational development of each student in alignment with national, state, and local educational goals and requirements. As the instructional leader, the Elementary School Principal will provide professional development for all staff that reinforces the curricular components necessary to support the academic and instructional goals of the school and district. The Principal must remain informed and current regarding new developments in curriculum, instruction, and administration (i.e. workshops, meetings, and grade level instruction). It is critical that the Elementary School Principal develop and maintain effective relationships, including regular communication with parents, parent groups, and the community. Inherent in this complex professional leadership role are responsibilities for staff evaluation, curriculum development, personnel management, emergency procedures, and facility operations.

JOB DUTIES / ACCOUNTABILITIES:

LEADERSHIP – CURRICULUM AND INSTRUCTION:

1. Projects and inspires a positive, cooperative educational environment within the school that motivates and provides direction for all staff toward the fulfillment of the district strategic plan and the school’s mission.
2. Responsible for the administration of programs and the ongoing improvement of instruction within the school.
3. Ensures that curriculum, instructional programs, and all subjects are implemented with standards-based fidelity.
4. Develops and implements in-service activities for the staff.
5. Ensures district supported common assessments are provided and properly entered into the student information system.

ADMINISTRATION AND ORGANIZATION:

1. Maintains communication to all staff while involving them meaningfully in the operation of the school.
2. Directs the planning for all aspects of instruction, registration of students, and the development of building schedules.
3. Meets with parents and/or parent groups regarding the goals, objectives, and programs of the school.
4. Works collaboratively with committees to ensure a teacher/staff voice in processes.

FINANCIAL AND BUSINESS MANAGEMENT:

1. Responsible for all expenditures related to the approved budget of the school.
2. Works with Plant Operations Management to evaluate the general condition and needs of the building and provide written recommendations and requests.

**STUDENT SAFETY AND CULTURE**
1. Establishes rules and processes related to student behavior and discipline in alignment with the district’s philosophy and policies.
2. Enforces the Board adopted Student Code of Conduct. Is responsible for site security and safety within the building; follows procedures written by the office of School Safety and Culture
3. Coordinates the district Multi-tiered System of Supports model to ensure an effective Tier I, II and III interventions
4. Promotes overall positive health, safety, and welfare environment for the student body; guiding, supervising and/or coordinating all student activities to include those school related activities outside of regular school hours, i.e. after school enrichments, field trips, clubs, etc.

**TEACHER PERSONNEL:**
1. Maintains a positive ongoing program of teacher supervision and communication, combined with meaningful evaluation that is directly related to the established school mission, goals, and procedures.
2. Supervises enrollment/intake/withdrawal of students and the development of students’ individual transition plans.

**COMMUNITY RELATIONS:**
1. Is responsible for developing and maintaining relationships with the community and is responsive to meaningful input and or feedback they may provide.
2. Ensures staff sensitivity and awareness to the U-46 community and the public relations responsibilities and opportunities inherent in their positions.

**DUTIES AND RESPONSIBILITIES:**
1. Responsible for the management and administrative daily operations of the school, ensuring fiscal compliance with district policies and regulations.
2. Responsible for supervision of personnel, which includes work allocation, training, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
3. Interacts and collaborates with students, parents, and the community to build a school environment that maximizes student learning, academic performance, and social growth.
4. Creates a stable, smooth-functioning educational organization by establishing and maintaining an environment of mutual trust and respect through supportive leadership.
5. Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure an efficient and safe operation of the school.
6. Participates in development, implementation and maintenance of policies, objectives, short- and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
7. Other duties as assigned.
JOB DESCRIPTION
PRINCIPAL – ELEMENTARY
ELEMENTARY EDUCATION

EXPERIENCE / KNOWLEDGE:
1. Five (5) years of teaching experience and two years of administrative experience and/or large-scale instructional change projects (principalship preferred).
2. Experience using formative assessment and other student data to guide instruction and the provision of academic and social supports.
3. Experience establishing and maintaining collaborative working relationships with varied groups.
4. Excellent oral/written communication skills and strong interpersonal skills to present information before large and small groups.
5. Extensive knowledge of learning theory, current educational trends, program planning, curriculum development, and management of instructional programs.
6. Thorough knowledge of school code, state and federal laws, and District policies.
7. Maintain complete and accurate records and statistics to analyze and create related meaningful reports as required by school need or assigned by the Assistant Superintendent.
8. Ability to plan and evaluate strategies for improving instruction.
9. Demonstrated interest, knowledge and/or experience in serving culturally and linguistically diverse students.

EDUCATION:
1. Master’s Degree in Education
2. Professional Educator License with General Administrator or Principal endorsement.
3. Successfully completed all PERA module designations required to evaluate certified staff (Teacher & Principal) (preferred).

PHYSICAL DEMANDS:
1. Will be expected to work evenings and some weekends as required by the school’s event supervision calendar.

TERMS OF EMPLOYMENT:
This position has a 10-month work year. Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of support service personnel.

Living a Mission and Vision Focused on Results
The school leader works with the staff and community to build a shared mission and vision of high expectations that ensures all students are on the path to college and career readiness and holds staff accountable for results.

Leading and Managing Systems Change
The school leader creates and implements systems to ensure a safe, orderly, and productive environment for student and adult learning for the purpose of achieving school and district improvement goals.
Improving Teaching and Learning
The school leader works with the school staff and community to develop a research-based framework for effective teaching and learning that is continuously refined to improve instruction for all students.

Building and Maintaining Collaborative Relationships
The school leader creates a collaborative school community where the school staff, students, families, and community interact regularly and share ownership for the success of the school.

Leading with Integrity and Professionalism
The school leader works with the staff and community to create a positive context for learning by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for professional behavior of others.

Creating and Sustaining a Culture of High Expectations
The school leader works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students’ social-emotional learning.

JOB DESCRIPTION CREATION / REVISION DATE:

Employee Signature: ____________________________ Date: _____________

Supervisor Signature: ____________________________ Date: _____________