

Elementary Principal

Purpose Statement

The job of Elementary Principal is done for the purpose/s of providing implementation instructional processes with specific responsibility for directing overall site operations, services, and staff at an elementary school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students; and providing academic and visionary leadership.

This job reports to Superintendent of Schools

Essential Functions

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, professional development, instructional evaluations, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Collaborates curriculum development, instruction, safety, etc. for the purpose of ensuring consistent and efficient practices pertaining to behavior, discipline, communication, professional growth, instruction, curriculum development, physical plant, budget; safety, etc.
- Delegates responsibility for a variety of administrative functions to Assistant Principal and other personnel (e.g. instructional goal setting in unit or classroom, effective coordination of instructional program within and between grade levels, etc.) for the purpose of managing the workload more
- Evaluates assigned personnel (e.g. makes the primary focus of teacher evaluation that of instructional effectiveness related to student achievement and Social Emotional Learning of Students, utilizes Performance Based Teacher Evaluation (NEE) Process to evaluate each certified staff member annually in a candid and constructive way to produce individual development, etc.) for the purpose of ensuring that standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents (e.g. Leads teachers, administrators and parents to assume joint responsibility for a safe, orderly climate for learning throughout the school; provides academic and behavioral direction for the school; facilitation of classroom atmosphere conducive to learning for all students, etc.) for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Implements policies, procedures and/or processes (e.g. effective evaluation strategies oriented toward improvement of instruction; implementation of leadership for positive educational change; ongoing staff development; attainable, effective learning standards in all academic areas; clearly defined practices concerning flexible grouping of students; multiple basic skill assessment measures; analyses of test results to plan program modifications, analysis of various data regarding the school's effectiveness, etc.) for the purpose of providing direction and/or complying with mandated requirements.
- Manages budgets and financial forecasts (e.g. forecasting of multi-year resource needs, program expansion, renovation, staffing, etc.) for the purpose of providing financial guidance and recommendations to administrative personnel, Superintendent and/or governing Board.
- Manages school administrative functions (e.g. facility maintenance, budget, recruiting and hiring of staff, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Performs other related duties as assigned for the purpose of assisting the Superintendent and Board of Education in determining the educational and SEL needs of the community.

- Prepares a wide variety of materials (e.g. reports, student activities, correspondence, teacher and student handbooks, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Represents the school within community forums for the purpose of participating in parent groups to analyze and receive input for goals, objectives, programs and procedures of the school; maintaining ongoing community support for educational goals; and/or assisting with issues related to school environment.
- Researches alternate funding sources for the purpose of maintaining the efficient operation of the school.
- Supervises instructional personnel and school activities (e.g. frequent and formal classroom visitations, frequent informal discussions about instruction and student achievement, communication of expected performance standards, all activities at the school, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; administering personnel policies; adhering to safety practices; analyzing budgets; analyzing data; applying assessment instruments; applying curriculum and instructional techniques; classifying data and/or information; comparing results; conducting interviews; conducting meetings; counseling and mentoring employees; critical observation; enforcing discipline policies; enforcing rules and regulations; estimating required resources; facilitating meetings; interviewing techniques and practices; investigating problems; and planning agendas/meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles; concepts of management and supervision; accounting/bookkeeping principles; business telephone etiquette; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards and hazards; keyboarding; knowledge of community resources; practices of personnel administration; practicing cultural competency while working collaboratively with diverse groups and individuals; school safety and security practices; stages of child development; and instructional best practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; adapting to changing work priorities; meeting deadlines and schedules; working extended hours; working with detailed information/data; and maintaining a positive and professional approach to school leadership and professional growth.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of significant

resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

Administrators Credential State Boards

Continuing Educ. / Training

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade