

ELEMENTARY PRINCIPAL/ INSTRUCTIONAL SUPPORT

- QUALIFICATIONS:**
1. Ability to meet certification requirements from the State DPI
 2. Masters Degree or equivalent
 3. Demonstrated ability to exercise the responsibility allocated to the elementary school.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: District Administrator

SUPERVISES: All professional and non-certificated staff assigned to his/her building, exclusive of food service and custodians.

JOB GOAL: To utilize leadership, supervisory, and administrative skills in promoting the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school;
2. Initiates, designs, and implements programs to meet specific needs of the school;
3. Keeps the District Administrator informed of the school's activities and problems;
4. Makes recommendations concerning the school's administration and instruction;
5. Prepares and submits the school's budgetary requests, and monitors expenditures of funds;
6. Supervises the maintenance of all required building records and reports;
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration;
8. Works with various members of the Central Administrative staff on school problems of more than in school impact, such as transportation, special services, and the like;
9. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students;
10. Maintains active relationships with parents and students;
11. Supervises the school's educational program;
12. Leads in the development, determination of appropriateness, and monitoring of the instructional program;
13. Supervises the programming of classes within established guides to meet students needs;
14. Assists in the development, revisions, and evaluation of the curriculum;

15. Supervises the guidance program to enhance individual student education and development;
16. Supervises the maintenance of high standards of student conduct and enforcement of discipline as necessary, according to due process to the rights of students;
17. Establishes guides for proper student conduct and maintaining student discipline;
18. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events;
19. Supervises the maintenance and control of the various local funds generated by student activities;
20. Supervises the maintenance of accurate records on the progress and attendance of students;
21. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, through attendance at regional and state meetings, through enrollment in advanced courses, and the like;
22. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field;
23. Assists in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional and non-certified staff, exclusive of food service and custodians;
24. Supervises the school's teaching process;
25. Approves the master teacher schedule and any special assignments;
26. Orients newly assigned staff members and assists in their development, as appropriate;
27. Evaluates and counsels all staff members regarding their individual and group performance;
28. Conducts meetings of the staff as necessary for the proper functioning of the school;
29. Assists in the inservice orientation and training of teachers, with special responsibilities for staff administrative procedures and instructions;
30. Recommends according to established procedures, the removal of a teacher whose work is unsatisfactory;
31. Makes arrangements for special conferences between parents and teachers;
32. Assumes responsibility for the safety and administration of the school plant;
33. Supervises the daily use of the school facilities for both academic and non-academic purposes;
34. Plans and supervises fire drills and an emergency preparedness program;

35. Asserts leadership in times of civil disobedience in school in accordance with established Board policy;
36. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property;
37. Supervises all activities and programs that are outgrowths of the school's curriculum;
38. Participates in principal's meetings, negotiations meetings, and such other meetings as are required or appropriate;
39. Serves as an ex officio member of all committees and councils within his/her school;
40. Cooperates with college and university officials regarding teacher training and preparation;
41. Responds to written and oral requests for information;
42. Assumes responsibility for all official school correspondence and news releases;
43. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret Board policies and administrative directions; and to discuss and resolve individual student problems;
44. Serves as a member of such committees and attends such meetings as directed by the District Administrator;
45. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal;
46. Shares responsibility for placement of students in all the various attendance centers Pre-K to grade 5;
47. Shares responsibility with the District Testing Coordinator for reviewing and evaluating results of District wide testing programs and other evaluative measures used by the schools;
48. Develops system-wide programs and schedules for annual group testing;
49. Assists Director of Instruction in preparing informative reports and instructional materials for the guidance of counselors, teachers, and other professionals who use group results in performing their duties;
50. Assists the Director of Instruction in projects related to curriculum development;
51. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.