

**SURRY COUNTY PUBLIC SCHOOLS
ELEMENTARY SCHOOL PRINCIPAL
JOB DESCRIPTION**

Job Title: Elementary School Principal
Salary Index: 1.04
Reports To: Division Superintendent
FLSA Status: Exempt

SUMMARY

Performs leadership, supervisory, and administrative skills so as to promote the educational development of each student.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Planning and Assessment

- Employ various processes for gathering, analyzing, and using data for decision making.
- Develop and implement a school improvement plan that results in increased student learning.
- Plan, implement, support, and assess instructional programs that enhance teaching and student achievement of the Standards of Learning.
- Develop plans for effective allocation-of fiscal and other resources.

Instructional Leadership

- Communicate a clear vision of excellence and continuous improvement consistent with the goals and policies of the school division.
- Supervise the alignment, coordination, and delivery of assigned programs and/or curricular areas.
- Select, induct, support, evaluate, and retain quality instructional and support personnel.
- Provide staff development programs consistent with program evaluation results and school instructional improvement plans.
- Identify, analyze, and resolve problems using effective problem solving techniques.

Communication and Community Relations

- Promote effective communication and interpersonal relations with students and staff.

- Promote effective communication and interpersonal relations with parents and other community members.
- Work collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.

Professionalism

- Model professional, moral, and ethical standards as well as personal integrity in all interactions.
- Work in a collegial and collaborative manner with other administrators, school personnel, and the community to promote and support the mission and goals of the school division.
- Take responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning.
- Provide service to the profession, the division, and the community.

SUPERVISORY RESPONSIBILITIES

Assistant Principals

Teaching Staff and Paraprofessionals

Other Professional Staff

All Nonprofessional School Staff

Other Resource and Service Personnel school while functioning in the assigned

QUALIFICATIONS

Hold the Postgraduate Professional License

Have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools.

EDUCATION and/or EXPERIENCE

Have at least three (3) years of successful experience as a teacher, administrator, or supervisor, one year of which must have been at the elementary level.

Have successfully completed a minimum of fifteen (15) semester hours with at least one graduate course in each of the following areas:

School Administration

Supervision of Instruction

Elementary School Curriculum

School Law

School-Community Relations

Demonstrate proficiency in the use of computer

