



### PRINCIPAL – ELEMENTARY

**Department:** Instruction

**FLSA Status:** Exempt

#### **GENERAL PURPOSE**

Performs leadership, supervisory, and administrative duties in order to promote the educational development of the student body. Develops programs and systems that benefit the student body and school community. Hires and retains highly qualified staff. Administers the school budget. Collaborates with administrators in the revision of school policies. Oversees the development and teaching of standardized curricula. Monitors student progress and achievement. Develops a learning environment that is safe, comfortable, and conducive to learning.

#### **ESSENTIAL JOB FUNCTIONS**

- Employs various processes for gathering, analyzing, and using data for decision making.
- Develops and implements a school improvement plan that results in increased student learning.
- Plans, implements, supports, and assesses instructional programs that enhance teaching and student achievement of the Standards of Learning.
- Develops plans for the effective allocation of fiscal and other school resources.
- Communicates a clear vision of excellence and continuous improvement consistent with the goals and policies of the school division.
- Supervises the alignment, coordination, and delivery of assigned programs and curricular areas.
- Selects, inducts, supports, evaluates, and retains quality instructional and support personnel.
- Provides staff development programs consistent with program evaluation results and school instructional improvement plans.
- Identifies, analyzes, and resolves problems using effective problem-solving techniques
- Promotes effective communication and interpersonal relations with students and staff.
- Promotes effective communication and interpersonal relations with parents and other community members.
- Works collaboratively with staff, families, and community members to secure resources and to support the success of a diverse student population.
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- Works collaboratively with staff, families, and community members in order to secure resources and to support the success of a diverse student population.
- Supervises and leads Assistant Principals, Teaching Staff, Paraprofessionals, all Professional Staff, and all Nonprofessional School Staff.
- Manages and allocates all other resources and service personnel in the school.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Master's degree required.
- Five (5) years of experience required.
  - Three (3) years of successful experience as a teacher, administrator, or supervisor, one year of which must have been at the elementary level, required.
- Postgraduate Professional License required.
- Fifteen (15) semester hours with at least one graduate course in each of the following areas required:
  - School Administration
  - Supervision of Instruction
  - Elementary School Curriculum
  - School Law School
  - Community Relations
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents as attested to by a division superintendent of schools.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to read and interpret documents such as, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.
- Ability to balance several different objectives and priorities.
- Skill in developing plans, policies and budgets.
- Skill in the use of computers and office appliances.
- Skill in the use of word processing and data entry programs.
- Skill in developing and carrying out complex plans.
- Skill in leading large groups of people.
- Skill in resolving interpersonal conflicts.
- Knowledge of current practices in the administration of elementary school programs
- Knowledge of federal and state laws and State Board regulation
- Knowledge of curriculum development and current subject matter in areas taught
- Knowledge of supervisory principles, procedures, and staff development.

**WORKING CONDITIONS**

The employee will operate in an office environment where the lighting is mild and exposure to loud sounds is minimal.

**PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers, handle, feel, talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date