

Professional Staff Position (Job Description)

Title: Elementary Principal

Qualifications:

1. Master's Degree plus 15 Semester hours in educational administration.
2. Certificate as required by State Department of Education.
3. Any additional requirements as set by the Board.

Reports To: Superintendent of Schools

Supervises: All elementary staff, professional and classified, assigned to the building.

Terms of Employment: Salary and work year established by the Board

Performance Responsibilities:

1. Coordinate all building operations with secondary principal.
2. Administers the elementary school and its instructional program in all its facets.
3. Supervises the elementary staff, providing assistance and making performance evaluations as required by district policy.
4. Interprets and implements Board policy and administrative regulations.
5. Assists in recruiting, screening, hiring, assigning and training school staff.
6. Assumes responsibility for attendance, conduct, health and safety of students.
7. Interprets the school program to the community and enlists the participation of the community in school life for students.
8. Assists in the ongoing improvement of the school curriculum.
9. Advises the superintendent and the Board of activities in the school and supervises the submission of required reports.
10. Assists in the preparation and management of the school budget.
11. Recommends teacher contract renewals and the dismissal or termination of staff members whose work is not satisfactory.
12. Conducts meetings of the staff as necessary for the proper functioning of the school.
13. Plan and supervises fire drills and emergency preparedness programs with the secondary principal.
14. Maintains high standards of student conduct and enforces discipline as necessary.
15. A minimum of 40% of the administrators working time is to be spent in classroom improvement activities.

Adopted: October 19, 1989