
Position:	Principal – Elementary	FLSA:	Exempt
Department/Site:	Site	Salary Schedule:	Administrative Management
Reports to/Evaluated by:	Area Superintendent		

SUMMARY

Under administrative direction, the purpose of the job is to administer the coordination and management of all elementary school campus and academic activities. Employees in this job classification are responsible for developing, administering, and monitoring educational programs, optimizing academic opportunities, and promoting safe and successful development of each student. Position is accountable for enforcing and ensuring academic integrity, compliance with the faculty contract, appropriate credentials of teaching faculty, and the achievement of academic objectives through instructional programs, and accomplishes such in coordination with District goals and initiatives. Performs related work as directed.

DISTINGUISHING CAREER FEATURES

Develops rules and regulations and supervises student activities pertaining to both an integral and external nature. Ensures smooth and efficient school operation increasing the effectiveness of school programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes and implements all Board of Trustees goals and objectives; executes all activities toward achievement of established goals and objectives; develops and implements policies and procedures; interprets and administers the policies, rules and regulations of the District.
- Provides effective leadership to the assigned elementary school community in fulfilling the goals and objectives as such relates to the short and long-range initiatives of the District.
- Effectively demonstrates principal competencies while performing all duties, as well as keeps abreast of changes and development in the profession by attending professional meetings, reading professional journals, and discussing trends of mutual interest with others in the field.
- Directs and manages the guidance, curriculum and co-curricular programming to enhance individual student education and development; oversees teaching processes; supervises state and federal programs.
- Plans, directs, and conducts staff meetings to discuss policy changes, instructional programs, potential problems, and resolutions of existing problems and other school related issues; interprets and ensures all District policies and Education Codes are adhered to.
- Leads the recruiting, screening, hiring, training, assigning, and evaluation initiatives; supervises and evaluates the performance of personnel, according to board policy; leads and manages the development of personnel through training, in-service, and other developmental activities that are linked to student results.
- Establishes policies and procedures to provide control and leadership in the event of school crisis and /or civil disobedience; maintains liaison between law enforcement agency and the school; ensures all appropriate emergency preparedness, fire drills and civil defense drills are executed.

- Establishes guidelines for desirable student conduct with respect to the district's suspension and expulsion policy and procedures; establishes and implements attendance, conduct, disciplinary, health, and medication procedures.
- Assumes responsibility for all official school correspondence, media releases, and keeps the Area Superintendent abreast of school activities and concerns.
- Develops and participates in parent organizations and committees, and other community groups promoting the enhancement and development of school programs; develops positive school/community relations.
- Plans, prepares, and analyzes an annual school budget request and monitors the expenditures of allocated funds; develops long-range and short-range facility needs at assigned school; directs the establishment of adequate property/inventory records and assumes the responsibility for the safety, care, and maintenance of assigned school.
- Performs other duties as may be assigned.

QUALIFICATIONS

Knowledge and Skills: Thorough knowledge of state and federal laws and regulations governing administrative policies and procedures in K-12 education. Thorough knowledge of current practices in instructional leadership. Requires strong analytical, communication, and program management skills. Requires good record keeping and report writing skills.

Abilities: Ability to exercise sound judgment and discretion in decision making throughout all phases of responsibilities. Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to develop program elements and coursework that meet the standards set by the District, and state and federal requirements. Must be able to analyze situations and develop and implement appropriate responses. Requires the ability to organize, plan, and prioritize duties in order to meet schedules and deadlines. Requires the ability to communicate formally and informally with a wide range of contacts both within and outside of the District.

Physical Abilities: Position involves the ability to listen, comprehend, plan and act. The position requires the ability to travel within the District, state and county agencies, and to attend out-of-town conferences.

Education and Experience: Master's Degree in Education; supplemented by three (3) to five (5) years administrative experience.

Licenses and Certificates: Administrative Services Credential.