

**PUTNAM COUNTY SCHOOLS
JOB DESCRIPTION**

Position: Elementary School Principal

Evaluated by: Director of Early Childhood Education

Job Description: The Elementary School Principal works as the instructional leader of the school under the direction of the Director of Early Childhood Education and is responsible for the effective operation of all aspects of the educational program within the school.

Qualifications: Holds or qualifies for a West Virginia Professional Administrative Certificate endorsed to serve as an elementary school principal.
Holds a master's degree related to the public school program.
Has demonstrated knowledge of federal and state-mandated initiatives, remedial techniques and reteaching models.
Has demonstrated effective communication and computer skills.
Has demonstrated high ethical, moral and professional standards.
Has been or agrees to be trained in "The Leader in Me" model for developing students' full potential.
Demonstrated effective school administrative experience preferred.

Length of Employment: 220 Days

Responsibilities: The Elementary School Principal shall have the following responsibilities and duties:

1. To demonstrate instructional leadership to enhance school effectiveness by improving instruction and augmenting student performance.
2. To provide purpose and direction for the school.
3. To demonstrate cognitive skills to gather, analyze and synthesize information to reach established goals.
4. To manage group behaviors to achieve consensus.
5. To enhance the quality of the total school organization.
6. To organize and delegate to accomplish established goals.
7. To communicate effectively with staff, students, parents and the community.
8. To provide leadership in the implementation of technology standards.
9. To coordinate the effective implementation of instructional and extracurricular activities within the school.
10. To be responsible for the care and maintenance of the school facilities and equipment.
11. To be responsible for the supervision and evaluation of professional, service and extra-duty personnel assigned to the school.
12. To provide leadership in the development and implementation of effective school research/techniques and school goals.
13. To implement federal and state-mandated initiatives at the elementary level.
14. To monitor and report student attendance.
15. To monitor student behavior and make discipline referrals as deemed necessary.
16. To implement the state and county testing program in accordance with state and county policies.

17. To submit state and county reports in a timely fashion.
18. To maintain professional work habits.
19. To maintain and upgrade professional skills.
20. To perform other duties as assigned by the Director of Early Childhood Education.