

Job Title: Elementary Planning Principal
Reports to: Superintendent and/or assigns
Work Schedule: 8.0 hours per day - 255 days per year (includes 28 vacation days and 12 holidays)
Salary: Marysville School Administrator Salary Schedule – Administrator 4

Position Goal:

To provide positive, collaborative leadership for improvement of student learning. The primary responsibility of the Principal is daily improvement of classroom instruction that results in high levels of student academic achievement within a small school setting.

Primary Performance Duties and Responsibilities Instructional Leadership:

The primary responsibility of the principal is the daily improvement of classroom instruction that results in high levels of student academic performance. The principal is responsible for all aspects of the building instructional program (curriculum materials, instructional capacity, use of assessment) to achieve high standards for student academic performance and to do so with a high level of integrity. Successful candidates will be able to demonstrate verifiable evidence of the following:

Desired Skills:

- Demonstrated ability to bring people and resources together around best practices that improve instruction
- Demonstrated ability to create a professional learning community focused on quality instruction and learning
- Demonstrated ability to work well with people, maintain positive working relationships, and solve problems
- Demonstrated instructional leadership that has resulted in improved student learning
- Effective oral and written communications
- Experience in implementing curriculum, assessment, and instruction that improves learning performance
- High level of integrity and a commitment to do what you said you would do
- Model listening to and partnering with students, staff, and adults from diverse ethnic and cultural backgrounds
- Ability to coordinate all available resources to improve learning

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Attend all construction meetings
- Represent the needs of elementary staff and students during the design process
- Participate in the assignment of staff to new building
- Responsible for order all furniture and related teaching materials for new building
- Develop practices and procedures for opening of new building
- Develop the administrative framework for the new building to ensure the needs of students are met from the first day of completion
- Be a liaison during planning stages with architects and during construction stages with contractors to represent the interest of the school district, staff, and students
- Supervise and evaluate instructional and operational staff at the building level
- Monitor student activities for the purpose of providing a safe and optimal learning environment
- Value staff, student, parent and community input in creating a positive, respectful and welcoming school
- Manage resources to meet legal requirements, achieve building purposes for improved instruction
- Visit construction site on regular basis to acquire knowledge of building and status of construction
- Report as directed by Superintendent the progress of construction
- Other duties as assigned

Minimum Qualifications:

- Valid Washington State Administrator credential with Principal endorsement required
- Valid Washington State Teaching certificate

- Minimum of five years successful experience as an elementary principal
- Bilingual preferred
- Experience in school construction process
- Recognition as a leader in the district's literacy efforts
- Master degree in educational administration
- Successful teaching and instructional leadership experience
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required trainings within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; and must be able to stoop, crouch, crawl, bend, kneel, stand for periods of time, and lift in order to assist a student with personal care. The employee is required to deal with distraught and/or angry persons and is exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

This position shall be evaluated periodically by the Superintendent and/or assigns pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Job description developed January 2007.

Job description revised April 2011.

Job description revised November 2017.

Job description revised August 2019.