

**BRINKLEY SCHOOL DISTRICT      ELEMENTARY SCHOOL PRINCIPAL**

**Reports To:** Superintendent

**Dept/Campus:** Elementary School

**Wage/Hour Status:** Exempt

**Length of Contract:** 240

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**PRIMARY PURPOSE:**

Direct and manage the instructional program and supervise operations at the campus level. Provide instructional leadership to ensure high standards of instructional service. Direct the implementation of district policies and instructional programs and manage the operation of all campus activities.

**QUALIFICATIONS:**

**Education/Certification:**

Master's degree in educational administration  
Arkansas principal or other appropriate Arkansas certificate

**Special Knowledge/Skills:**

Working knowledge of curriculum and instruction  
Ability to evaluate instructional program and teaching effectiveness  
Ability to manage budget and personnel  
Ability to coordinate campus functions  
Ability to implement policy and procedures  
Ability to interpret data  
Strong organizational, communication, public relations, and interpersonal skills  
Calm and patient demeanor with students and others

**Experience:**

Three years experience as a classroom teacher  
Three years of experience in instructional leadership roles

The Board may find appropriate and acceptable alternatives to the above qualifications.

**EVALUATION:**

Principals employed by this district will be evaluated annually.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Demonstrate relentless commitment to academic achievement of all students.

**JOB DESCRIPTION**  
**Elementary School Principal**  
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2. Demonstrate effective customer service strategies to all district patrons.
3. Foster collegiality and team building among staff; encourage their active involvement in the decision-making process.
4. Communicate and promote expectation for high-level performance from staff and students; hold staff and students accountable for high performance; recognize excellence and achievement.
5. Articulate a clear direction for all students and staff; articulate a positive image of the school district and school district personnel.
6. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.
7. Work with staff to plan, implement, and evaluate the district curriculum on a systematic basis; include students and community representatives (when appropriate).
8. Supervise the school's teaching/instructional process.
9. Spend time daily observing instructors.
10. Supervise the guidance program.
11. Provide for two-way communication with superintendent, assistant superintendents, central office personnel, staff, students, parents, and community.
12. Establish and maintain an effective learning climate.
13. Facilitate effective and timely resolution of conflicts.
14. Identify and develop a common vision with staff for school improvement; implement program improvement initiatives collaboratively with staff to ensure attainment of school's mission.
15. Use data to promote school improvement.
16. Define expectations for staff performance regarding instructional strategies, classroom management, and communication with the public.
17. Observe employee performance, record observations, and conduct evaluation conferences with all staff.

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**Elementary School Principal**  
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18. Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal.
19. Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
20. Comply with district policies as well as state and fiscal/facilities federal laws and regulations affecting the schools.
21. Develop budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information.
22. Manage the use of school facilities; supervise maintenance of facilities to ensure a clean, orderly, and safe campus.
23. Direct and manage extracurricular programs including management of multiple activity funds.
24. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable in accordance with the Student Code of Conduct and student handbook.
25. Conduct conferences with parents, students, and teachers concerning school and student issues.
26. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
27. Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
28. Serve the district with honesty, loyalty, and commitment.
29. Work in a supportive and collaborative fashion with district personnel.
30. Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.
31. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of teacher(s), counselor(s), librarian(s), and support staff

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate campus functions; maintain control under stress; ability to manage others in a non-coercive manner.

**Physical Demands:**

Occasional district and state-wide travel; frequent prolonged and irregular hours

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**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date