

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Elementary School Principal, Quidnessett
Department:	Building
Reports to:	Superintendent
Supervises:	Building Staff – Grades K-5

Description of job:

Position Summary: Instructional leader responsible for the administration and supervision of an elementary school staff and programming.

Essential Duties and Responsibilities:

- Establishes and maintains a school mission, vision, and goals that set clear and measurable high expectations for all students, educators, and stakeholders.
- Ensures the development of a comprehensive School Improvement Plan with annual student achievement targets, supported by parents, staff, and community members and aligned to the district goals.
- Understands the use of Title I funds to provide supplementary educational services to students.
- Continuously improves the school through effective planning and prioritizing, managing change, using research and best practices, monitoring progress, and allocating resources.
- Develops a strong collaborative culture focused on student learning and the development of professional competencies, which leads to quality instruction.
- Ensures implementation of effective, research-based instructional practices.
- Collects and analyzes data regarding the needs and achievement of students.
- Uses data to monitor the implementation of services and programs.
- Solicits and maintains records of, and communicates appropriate information about students' behavior, learning needs, and academic progress.
- Ensures the success of each student by collaborating with families and community members.
- Ensures a productive learning environment that inspires and challenges students and staff.
- Works toward a safe, supportive, collaborative culture by demonstrating respect for everyone, including other educators, students, parents, and other community members in all actions and interactions.
- Develops and supervises appropriate procedures for the discipline, attendance, health, and safety of students.
- Supervises all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
- Oversees the selection of elementary personnel and recommends appointments to the Superintendent.
- Promotes and supports teacher leaders.
- Strategically allocates fiscal resources to meet school-wide goals and to ensure student needs are met.
- Models strong leadership qualities and understands and participates in school, district, and state initiatives.
- Complies with the policies established by the School Committee and acts as an agent for all building-level issues.
- Works cooperatively with district administrators, informing them of practices and innovations at the school.
- Engages meaningfully in professional development activities and remains current regarding the profession, such as trends, developments, and research as they relate to education and school operation.
- Acts ethically and with integrity.
- Performs all related duties as determined by the Superintendent.

North Kingstown School Department

Protective Personal Equipment:	N/A				
Classification:	Sedentary:	Light: X	Medium:	Heavy:	Very Heavy:
Classification Key:					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:		Manual:	Automatic:	

Work Environment			
Floor Surface:			
Inside:	Up to 95%	Outside:	Up to 5%
Lighting:	Incandescent or florescent		
Vibration:	N/A		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push 35 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.		X				
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting		X			
Standing			X		
Walking			X		
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			

North Kingstown School Department

Squatting		X			
Climbing	X				
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching			X		
Manual Dexterity			X		
Fine Dexterity			X		

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Master's Degree
 Minimum five years teaching experience, elementary teaching experience preferred
 Strong leadership background

License/Certificate/Certification:

Hold or be eligible for Elementary Principal certification or Building Level Administrator Certificate (12001)

Technological and/or Technical Skills:

Experience and knowledge of educational technology and its application in a public school district.

Proficiency in presentation tools, Google platform, websites, social networking, blogging, online resources, blended learning, flipped instruction, web 2.0 tools, etc.

Proficiency in digital tools that deliver instruction, diagnose student learning, increase engagement, support collaboration, and foster independent practice.

Communication Skills:

Outstanding presentation and facilitation skills. Clear and positive communication with all stakeholders.

Demonstrated ability to draft clear and concise correspondence.

Ability to compose and /or present written or oral reports as needed.

North Kingstown School Department

Planning Skills:

Ability to effectively plan and prioritize to support continuous school improvement.

Strong organizational skills, time-management skills, and follow-through with tasks and promises.

Capable of being flexible, innovative, creative, and open-minded.

Interpersonal and Problem solving skills:

Ability to interact with colleagues and community members in a positive and respectful manner.

Capability to work collegially with all levels of administration and staff.

Exhibits strong professional judgment.

Anticipates problems and utilizes a problem solving approach.

Ability to accept feedback in order to grow as a professional.

Capability of responding simultaneously to a variety of requests from school committee members, administrators, staff, public agencies, parents and the community (multi-tasking).

Terms of Employment:

Per contract

Evaluation:

Job Performance is evaluated in accordance to district policy and by the Superintendent or his/her designee.

Date: 2/2018