

Job Description

POSITION: Elementary Principal

CERTIFICATION: Elementary Principal Certificate or equivalent

CONTRACT RENEWAL: On or before March 31: Should the Board fail to take action on the Elementary Principal's contract before March 31 of the year in which the contract expires, the Principal shall be deemed reemployed for the next school year.

DUTY DAYS: 205 (178 instructional days, 2 parent-teacher conference days, 3 staff development days, 12 days before and 10 days after the school year), and "on call" for matters which need the Elementary Principal's attention.

HOLIDAY/VACATION DAYS: Holidays and/or vacation days are not included in the Elementary Principal's contract.

SALARY: The Elementary Principal's salary will be set annually by the Board.

FRINGE BENEFITS: The Elementary Principal will receive benefits at least equal to the benefits received by all other certificated employees of the school district, and other benefits as approved by the Board of Education.

PERFORMANCE EVALUATION:

1. The Elementary Principal will be evaluated annually by the Superintendent of Schools and a written report will be shared with the Elementary Principal at least 60 days prior to any action taken on the Principal's contract by the Board of Education. (The evaluation process must be completed prior to January 1 of the year in which the contract expires.)
2. The PERFORMANCE EVALUATION shall measure the Elementary Principal's effectiveness in performing the Principal's duties as outlined in the sections titled "JOB GOAL AND PERFORMANCE RESPONSIBILITIES."
3. THE PERFORMANCE EVALUATION shall be the sole criteria to be considered in renewing or not renewing the Principal's contract subject to position availability.
4. Action on Administrator contracts in the East Palestine City School will be taken at the March Board meeting of the year in which the contract expires.

The Elementary Principal will report directly to the Superintendent and will assume any responsibilities requested by the Superintendent.

SUPERVISORY RESPONSIBILITY: The Principal will directly supervise the following employees:

1. CERTIFICATED PERSONNEL
 - A. Teachers
 - B. ESP specialists
 - C. School Nurse (when in building)
2. SUPPORT PERSONNEL
 - A. Secretaries
 - B. Aides
 - C. Custodians
 - D. Cooks
 - E. Bus Drivers

The Elementary Principal will also work cooperatively with the Superintendent in supervising County office personnel and local supervisors

JOB GOAL: As the school building administrator, the Elementary Principal will be responsible for achieving the district's objectives and goals as established for the school, and for administering Board policies, rules, and regulations in the school.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will evaluate the performance of all teaching personnel assigned to a building on a full-time or part-time basis.

COMPLIANCE CRITERIA

The Elementary Principal will evaluate staff in accordance with the Master Agreement.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will participate in the planning, study review, and development of a sequential, coordinated curriculum for the district.

COMPLIANCE CRITERIA

Attend all regularly scheduled meetings of the administrative team unless directed to an alternative activity by the Superintendent.

Contribute pertinent facts and offer options based upon educational theory and research to discussion at the meetings.

Require that curriculum be implemented in the classroom as written, interpreted by the Superintendent, and approved by the Board of Education.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will direct school building workshops concerning instruction.

COMPLIANCE CRITERIA

The Elementary Principal will:

Annually review plans for curriculum review, revision, and implementation.

Submit copies of all scheduled staff meeting agendas to the Superintendent.

Document, in written form, tasks completed by staff in meeting the objectives of the curriculum review plans and send to the Superintendent.

Plan workshops concerning objectives found in the curriculum review plans.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will attend professional improvement seminars and workshops.

COMPLIANCE CRITERIA

The Elementary Principal will:

Attend workshops on topics designed to expand the breadth or depth of the curriculum offered at the school with the prior approval of the superintendent.

Submit a comprehensive record of the proceedings of workshops attended to the Superintendent with detailed analyses of their application to the school respective building.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will develop an educational plan and budget for school purchases accordingly.

COMPLIANCE CRITERIA

The Elementary Principal will:

Develop an educational plan consistent with the minimum standards of the Ohio Department of Education.

Develop an expenditure plan based upon the educational plan.

Strictly adhere to the budgetary process adopted by the school district.

Order materials for the daily operation of the building which appear on the approved budget only if written permission for the purchase is given by the Superintendent of Schools.

Establish and maintain an inventory of textbooks, equipment, furniture and supplies.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will provide guidance to parents and guardians of pupils assigned to the school.

COMPLIANCE CRITERIA

The Elementary Principal will

Work with the Parent-Teacher Organization to plan curricular meetings which are of interest to parents.

Counsel parents on the academic progress of individual pupils or the need for additional diagnostic input into the learning process.

Provide orientation to the parents of pupils new to the building concerning rules, procedures and where assistance can be obtained.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will refer pupils for diagnostic evaluation and serve as chairperson at all placement meetings involving pupils in the school building.

COMPLIANCE CRITERIA

The Elementary Principal will:

Maintain a cumulative folder for each student assigned to the building.

Periodically review cumulative folders to determine accuracy of data.

Keep academic records updated through the present school-term, semester year.

Release cumulative folders to the next school within the district no later than fifteen days after term ends.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will prepare state and district reports as required by the Superintendent, the Ohio Department of Education, and applicable federal agencies.

COMPLIANCE CRITERIA

The Elementary Principal will:

Accurately complete the state reports as required by ODE on or before the deadline established by the Superintendent.

Complete a comprehensive narrative of the school's annual achievement and forward to the Superintendent no later than two weeks after the close of the school year.

Compile enrollment and attendance statistics as required by the Superintendent for the annual report, and forward to the Superintendent no later than two weeks after the close of school.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will conduct staff meetings for building personnel pertaining to general, supervisory, and housekeeping matters.

COMPLIANCE CRITERIA

The Elementary Principal will:

Annually review procedures for building operation encompassing fire drills, tornado drills, recess, lunchroom lines, lunchroom behavior, playground safety, dismissal procedures with all custodial, teaching, and aide personnel.

Periodically review said procedures.

Monitor the daily flying of the National Flag by the custodian.

Review building procedures with pupils.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will establish, update, and implement plans for pupil safety.

COMPLIANCE CRITERIA

The Elementary Principal will:

Annually prepare a design of tornado shelters for the buildings assigned, which is consistent with the guidelines provided by the State Fire Marshall, the Columbiana County Emergency Management Agency, the Ohio Insurance Institute, and the National Atmospheric and Oceanographic Administration.

Annually file said design with the Superintendent of Schools, the Chief of Police, and the Fire Chief.

Conduct a fire drill monthly and a tornado drill in April and May.

Record the dates of all drills.

Evaluate fire drill procedures at the time of evacuation and suggest improvement.

Properly store equipment and supplies.

Comply with all applicable safety standards.

Require that the restrooms, hallways, classrooms, and storage areas are clean.

Maintain facilities, supplies, and equipment that are in good operating order.

Properly process requests for building and equipment repairs and maintenance.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will maintain student attendance records for the school.

COMPLIANCE CRITERIA

The Elementary Principal will:

Record the absences of pupils each day.

Maintain current records of legitimate and non-legitimate absences.

Compile statistics indicating % of attendance and % of absences per semester for the Superintendent of Schools.

Represent the Elementary School during court proceedings concerning excessive absence and truancy of pupils.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will make referrals to appropriate personnel as they relate to specific student needs.

COMPLIANCE CRITERIA

The Elementary Principal will:

Refer students who are injured or in ill health to the School Nurse and/or EMT squad.

Refer habitual absentees to the attention of the attendance officer.

Refer repeatedly suspended pupils to the Superintendent for expulsion proceedings.

Refer unruly children to appropriate county officials.

Refer abused children to appropriate county officials.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will orient substitute teachers to the required daily routine of the school.

COMPLIANCE CRITERIA

The Elementary Principal will:

Register substitute teachers assigned to the school on a daily basis.

Review rules and procedures which may be peculiar to the school.

Evaluate the substitute teachers' stay at the conclusion of their employment.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will provide academic and behavioral counseling to students.

COMPLIANCE CRITERIA

The Elementary Principal will:

Provide remedial instruction to pupils experiencing difficulty in the basic skill areas as determined by slow progress in curricular levels.

Counsel pupils concerning expected appropriate behavior in large group and small group social situations.

Follow Board Policy explicitly in utilizing detention, suspension, or corporal punishment as methods to correct inappropriate behavior.

Annually maintain an objective record of unruly behavior which includes correspondence to parent(s).

Represent the school district at all court proceedings involving children referred to the Court as unruly.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will serve as liaison between the school's PTO and the school district.

COMPLIANCE CRITERIA

The Elementary Principal will:

Attend all meetings of the PTO.

Interpret Board policies and administrative practices to PTO members at meetings, when required.

Assist the PTO in planning fund-raising activities which are consistent with Board Policy.

Exercise approval over the use of building facilities by PTO groups.

Inform parents of all school activities and functions.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will plan the school's program for the annual observance of East Palestine Education Week.

COMPLIANCE CRITERIA

The Elementary Principal will:

Schedule the school's participation in the observance.

Provide ideas toward the development of the "theme" of the observance at the Administrative Council meeting designated for that purpose.

Direct the school's program of activities related to general theme during the building's official Open House Day.

Evaluate parent reaction to Open House activities through an individually developed follow-up questionnaire.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will establish instructional schedules and supervisory schedules for personnel.

COMPLIANCE CRITERIA

The Elementary Principal will:

Establish periods of time consistent with Ohio Standards for teaching the required curriculum of the elementary school.

Keep variations to that schedule at a minimum, limited to approved grade level field trips and holiday assembly programs.

Schedule specialists to ensure maximum utilization of their time for all grades assigned to the building (media specialist/library/teachers shared with other schools).

Rotate supervisor schedules, namely, bus duty, so that all teaching personnel share the responsibility equally.

Monitor time schedules of teaching personnel to guarantee that pupils meet weekly instructional time requirements for each curricular offering.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will maintain an effective school climate.

COMPLIANCE CRITERIA

The Elementary Principal will:

Develop school-wide reward and incentive programs for students and staff.

Develop student, staff, and parent handbooks.

Secure publicity for student and staff activities.

Communicate with parents (phone calls, letters, open house newsletters, advisory groups, meetings, etc.) on a regular basis.

Design and implement a student discipline program.

Design extra and co-curricular activities for students.

PERFORMANCE RESPONSIBILITY - The Elementary Principal will maintain personal professional standards.

COMPLIANCE CRITERIA

The Elementary Principal will:

Maintain personal professional standards by:

Appropriate dress and attire.

Grooming in good taste.

Speaking habits appropriate to professional activities.

Promoting a favorable image in the best interest of the school district.

Attending community functions not necessarily associated with the schools.

Speaking to community groups upon request.

Treating students, parents, and community residents with respect.

Demonstrating an ability to work with staff and have staff respond in a favorable way.

Reporting all questions, problems, and concerns to the Superintendent.

Attending all meetings as requested by the Superintendent.