

## 305.5E1 Elementary Principal

QUALIFICATIONS	Certificate, license, or other legal credential required
REPORTS TO	Superintendent
SUPERVISES	Staff members designated by the board of education or the superintendent
COORDINATES WITH	6-12 Principal, activities director, curriculum director, food service director, transportation director, media director and technology director
JOB GOAL	To use leadership, supervisory, and administrative skills so as to promote the educational development of each student

### PERFORMANCE RESPONSIBILITIES

1. Establishes and maintains an effective learning climate in the school
2. Initiates, designs, and implements programs to meet specific needs of the school
3. Keeps the superintendent informed of the school's activities and problems
4. Makes recommendations concerning the school's administration and instruction
5. Assists in the management and preparation of the school budget
6. Supervises the maintenance of all required building records and reports
7. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
8. Keeps superintendent informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability
9. Assumes responsibility for the implementation and observance of all board of education policies and regulations, as well as those of the master contract
10. Budgets school time to provide for the efficient conduct of school instruction and business
11. Leads in the development, determination of appropriateness, and monitoring of the instructional program
12. Schedules classes within established guidelines to meet student needs and state requirements
13. Assists in the development, revision, and evaluation of the curriculum.
14. Supervises the guidance program to enhance individual student education and development
15. Maintains high standards of student conduct and enforces discipline as necessary, according due process to the rights of students.
16. Establishes student and teacher handbooks
17. Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events
18. Principal is the Title I Coordinator
19. Principal or his/her designee will attend special education staffings
20. Principal will work with Keystone Area Education personnel
21. Principal will attend Student Assistance Team and Teacher Assistance Team meetings
22. Supervises the maintenance of accurate records on the progress and attendance of students

23. Assumes responsibility for the attendance, conduct, and maintenance of health of students
24. Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations, and enrollment in advanced courses
25. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field
26. Supervises all professional, paraprofessional, and nonprofessional personnel attached to the school
27. Assists the superintendent in the recruiting, screening, hiring, training, assigning, and evaluating of the school's professional staff
28. Principal will follow employee evaluation procedures as established in the master contract and board policy
29. Supervises the school's teaching process
30. Approves the master teaching schedule and any special assignments.
31. Orients newly assigned staff members and assists in their development, as appropriate
32. Evaluates and counsels all staff members regarding their individual and group performance
33. Conducts meetings of the staff as necessary for the proper functioning of the school
34. Assists in the inservice orientation and training of teachers
35. Recommends, according to established procedures, the removal of a teacher whose work is unsatisfactory
36. Makes arrangements for special conferences between parents and teachers
37. Assumes responsibility for the safety and administration of the school plant
38. Supervises the daily use of the school facilities for both academic and nonacademic purposes
39. Plans and supervises fire and tornado drills and an emergency preparedness program
40. Asserts leadership in times of civil disobedience in school in accordance with established board of education policy
41. Provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property
42. Supervises all activities and programs that are outgrowths of the school's curriculum
43. Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate
44. Serves as an ex officio member of all committees and councils within his/her school
45. Cooperates with college and university officials regarding teacher training and preparation
46. Responds to written and oral requests for information
47. Assumes responsibility for all official school correspondence and news releases
48. Establishes and maintains relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs; to interpret board of education policies and administrative directives; and to discuss and resolve individual student problems
49. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal
50. Provides leadership in setting up programs for special needs students including special education and TAG
51. Approves all retentions recommended or considered by the teachers
52. Assumes responsibility for planning and managing all the components of student assessment

53. Supports collaboration in managing and monitoring strategic planning and facilitation of the district's School Improvement Plan
54. Maintains a visible presence in the classroom
55. Sets up class lists with input from teachers and parents
56. Keeps abreast of developments in educational law
57. Develops plans for applying technologies to instruction and management
58. Understands the school district budget and its implications for the school
59. Maintains a proper professional relationship with students, colleagues, parents and community

TERMS OF EMPLOYMENT      Salary and work year to be established by the board of education.

EVALUATION                      Performance of this job will be evaluated by the superintendent and/or the board of education.