



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

PO Box 1219 ~ Morton, WA, 98356

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www.morton.k12.wa.us

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Morton Jr/Sr High School

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

Job Title: **Elementary School Principal**

Reports To: **Superintendent**

Job Summary

The elementary principal provides leadership for the instructional program, as well as coordinating the implementation, review, and revision of the curriculum at the building level. Manages the operation and all functions of the 7-12 secondary school. Supervises school staff regarding instruction, curriculum, student programs and issues, and building operations. Schedules and attends meetings, as appropriate. Leads the site improvement process.

Essential Duties and Responsibilities

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Actively participates in, attends, and/or leads various school, district, regional, and state committees and training.
2. Appropriately maintains and secures confidential records and inquiries.
3. Assesses the accomplishments of students regularly and maintains such records as required by law and by district policy.
4. Supervises and evaluates all building and/or assigned staff according to collective bargaining agreements, policies, and state laws.
5. Supports and implements all district initiatives.
6. Follows district hiring practices and procedures of all staff, as well as, oversees all components of the hiring process for building positions.
7. Utilizes shared leadership practices to lead building practices and decision-making.
8. Oversees building security practices.
9. Coordinates and works with district staff and departments as directed by Superintendent.
10. Completes all assigned, required, and necessary forms and paperwork in a timely manner.
11. Attends all school events hosted on-site.
12. Fills in for other absent district administrators as necessary or assigned.
13. Works collaboratively with building staff, district staff, administration, and superintendent.
14. Regularly reviews data for monitoring school- and student improvement.
15. Assigns relevant work and review progress to all staff.
16. Administers the implementation of policies and rules governing student life and conduct.
17. Assists in selecting books, software, equipment, and other instructional materials.
18. Assists students with tracking assignments, grades, and managing behaviors.
19. Attends work regularly and is punctual.
20. Seek and develop community engagement opportunities.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, bbrooks@morton.k12.wa.us.

21. Completes required paperwork in a specified time and manner.
22. Complies with all applicable district, state, local, and federal laws, rules, and regulations.
23. Conducts appropriate assessments of students' work and maintains accurate and regular data on students in areas of attendance, grades, and IEP progress, if applicable.
24. Confers with parents, teachers, students, and the community when necessary.
25. Cooperates with other staff members in planning instructional goals, objectives, curriculum, and instructional methods.
26. Designs and implements appropriate instruction of subject assigned in accordance with students' needs, district curriculum, and state standards.
27. Develops and maintains a school-wide environment conducive to effective learning within the limits of the resources provided by the district.
28. Facilitates conferences with students and parents.
29. Follows and maintains knowledge of all district policy(ies) and procedures.
30. Implements IEPs, verifies compliance with state and federal special education laws, and checks on students' progress.
31. Maintain appropriate certifications and training hours as required.
32. Manages all supplies and equipment.
33. Obtains special training as directed to meet the unique needs of all students.
34. Plans a program of study that meets the individual needs, interests, and abilities of students in all classes.
35. Plans and supervises purposeful assignments for teacher aide(s).
36. Prepares for, facilitates, and attends all parent, student, and teacher conferences.
37. Prepares report cards and progress reports.
38. Professionally represents the school and the District in interactions with parents, community, staff, and students.
39. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident that might affect schools, teachers, or students therein.
40. Supervises students in hallways before, after, and between classes, in the library, and at special events.
41. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials, and facilities.
42. Works directly with students with a variety of special needs.
43. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls, and/or email.
44. Works to resolve students' educational challenges.
45. Works with students in evolving education and occupation plans.
46. Works with students on an individual basis in the solution of problems.
47. Other duties as assigned by the Superintendent.

Marginal Duties and Responsibilities

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attend and/or in-service training.
2. Lead and attend staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity, etc.
4. Substitutes for other teachers, as necessary.

Supervisor Responsibilities

This position supervises all staff of the Jr/Sr High School using district-adopted processes or those assigned by the Superintendent.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent 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:** Bachelor's degree (B.A.) or equivalent from a four-year college or university or at least one-year related experience and/or training or equivalent combination of education and experience. Master's degree (M.A.) or equivalent is preferred. Must be able to be certified by OSPI for this field. Prior successful experience in this field is preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students, with and without a variety of needs.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence. Ability to make effective and persuasive speeches and presentations on topics to students.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to respond to situations in a proactive manner. Ability to interpret a wide variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use: email, internet, and word processing software, spreadsheets, Google Docs, Microsoft Office, WSIPC, Skyward, and EDS. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of all district students. Possess knowledge of effective behavior management methods—ability to meet timelines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District, including meeting current state and federal licensure and/or endorsement requirements. Must have a valid administrator's endorsement(s) through OSPI, State Board of Education, Professional Educators Standards Board, and Washington Driver License.

Physical Demands

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or free, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must lift and/or move up to 50 pounds and occasionally up to 100 pounds. The

employee may occasionally climb stairs, ropes, or ladders. Specific vision abilities required by this job include close vision, distance vision, the ability to adjust focus, and peripheral vision.

Work Environment

The work environment characteristics described here represent those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard classroom, gymnasium, and/or outdoor setting. The noise level in the work environment is usually low to moderate, but occasionally high depending on the student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

Other

n/a

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time it deems advisable.