

Position Title:
Supervisor:

Elementary Principal
Superintendent

Purpose: Provide leadership, management and supervisory skills that promote learning for each student. Provide a clear vision, inspiration, energy and insight for all stakeholders in an enlightening and high-functioning school community and are the conveyors of best practice, catalysts of learning, and protectors of the whole child. The principals orchestrate a complex, dynamic, and collaborative learning community each and every day where students and student learning are always the central focus.

Duties:

- Living A Mission, Vision, and Beliefs Focused on Results:
 - Creates and implements a vision that leads to student improvement for all learners
 - Develops shared vision of rigor and high expectations
 - Ensures vision and mission drive school decisions
 - Conducts crucial conversations based on student performance data for purpose of enhancing student learning
- Leading and Managing Systems Change:
 - Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning
 - Ensures safe, clean, orderly learning environment
 - Collaborates with staff to achieve school improvement plan targets
 - Utilizes current technologies to support leadership and management functions
 - Align resources to improve teaching and learning
- Improving Teaching and Learning:
 - Works with and engages staff in a shared vision for effective teaching and learning by implementing a standards based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student learning in every classroom
 - Implements curricular scope and sequence
 - Reviews instructional practices
 - Creates continuous improvement cycle
 - Ensures fidelity of PLC's
 - Implements data guided decisions
 - Implements data guided instruction
 - Selects and retains teachers that maximize student learning
 - Evaluates the effectiveness of teaching and holds teachers accountable
 - Ensures professional learning for teachers that enhance student learning

- Promotes use of technology to enhance student learning
- Building and Maintaining Collaborative Relationships:
 - Creates, develops and sustains relationships that result in active student engagement in the learning process
 - Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies
 - Proactively engages families and communities in support of child's learning and school learning goals
 - Strengthens collaboration with other schools, as well as local, regional, and national communities
 - Develop professional learning networks within schools, as well as local, regional, and national communities
- Leading with Integrity and Professionalism:
 - Treats all people fairly and with dignity and respect. Protects the rights and confidentiality of students and staff
 - Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession
 - Creates and supports a climate that values, accepts, and understands diversity in culture and point of view.
 - Creates a culturally responsive climate
 - Engages in courageous conversations with staff about performance
 - Expands opportunities for all students to learn from and work with highly qualified and diverse staff
- Creating and Sustaining a Culture of High Expectations:
 - Builds a culture of high aspirations and achievement for every student
 - Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission
 - Leads a school culture and environment that successfully develops the full range of students' learning capacities – academic, creative, social-emotional, behavioral, and physical
 - Builds an environment that considers all aspects of wellness: physical, nutrition, health, safety, decisions and choices, mental as well as physical well-being.

Skills:

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication - Communicating effectively as appropriate for the needs of the audience.

Job Description Approved: October 17, 2019