



Smithton R-VI School District

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David Bray
Superintendent
660-343-5316

Andrew Turner
Principal PS-6
660-343-5317

Jonathan Petersen
Principal 7-12
660-343-5318

Bryan Werner
Asst Principal
660-343-5318

Dawn McNeely
Special Services
660-343-5318

Bryan Werner
Athletic Director
660-343-5318

POSITION: Elementary School Principal

QUALIFICATIONS: Certification by the Missouri Department of Elementary and Secondary Education as an Elementary school principal.

Two years previous experience as a teacher, supervisor, or administrator.

REPORTS TO: Superintendent of Schools

JOB GOAL: To use leadership, supervisory and administrative skills to promote the educational development of each student. To work to Encourage, Engage and Educate all children in the Smithton R-VI School District

GENERAL RESPONSIBILITIES:

1. Establishes and maintains an effective learning climate in the school and gives overall leadership in motivating and encouraging the staff and students toward greater achievements.
2. Develops a master schedule of classes to meet the needs of the students while optimizing teacher and classroom resources.
3. Revises annually a student handbook which serves as a guide for proper student conduct and for maintaining students' discipline and reports proposed changes to the Board of Education in July prior to each new school year.
4. Handles student discipline when it cannot be handled effectively by the classroom teacher.
5. Supervises teachers, and completes annual summative evaluations based on Standards and Indicators for effective teaching and learning. Submits teacher evaluation documents to the superintendent.
6. Maintains the necessary forms, records, and reports required of this position.
7. Makes teacher assignments in addition to the regular classroom teaching assignments.
8. Supervises the counseling program to enhance individual student education and development.
9. Plans, organizes, and directs implementation of all elementary school activities. Provides supervision for school sponsored activities such as student achievement programs, athletic contests, class plays, musical programs, dances, etc.

Encourage



Engage



Educate

10. Makes arrangements for the supervision of halls, classrooms, gymnasiums, ball fields, etc., during the school day and for extracurricular activities.
11. Works with District Professional Development Committee to coordinate required trainings, District trainings and building trainings staff development purposes.
12. Prepares purchase orders for print and digital resources which will be needed in the elementary school for the next year. Submits requests for next year to the superintendent's office not later than the third week in April and submits requests for supplies to the superintendent's office not later than June 1 of each year.
13. Participates in principals' meetings and other such meetings as required or appropriate.
14. Keeps the superintendent informed of the school's activities.
15. Attends and participates in school board meetings as requested by the superintendent or the Board of Education.
16. Works alongside the District Professional Development Committee to assign mentors to first and second year teachers.
17. Serves as an advisory member to building committees as deemed necessary for the orderly functioning of the school.
18. Provides additional orientation to first year teachers or teachers new to the district.
19. Performs other tasks as assigned by the superintendent relating to the operation of the elementary school.
20. Assists in the development, revisions and evaluation of the curriculum.
21. Actively promotes and encourages implementation of innovative educational programs and strategies that have the potential of improving the educational opportunities for the secondary students.

TERMS OF EMPLOYMENT: 10.5 months a year with a salary to be established annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually by the Superintendent of Schools in accordance with Board Policy and leadership standards set forth by the Department of Elementary and Secondary Education.

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