

**Principal – Elementary School**

*Marshall Public School District Job Description*

**Position Title:** Principal – Elementary School  
**Department:** Building  
**Reports To:** Superintendent

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**SUMMARY:**

Provides instructional leadership to staff including curriculum planning, review and implementation and professional development. Responsible for day-to-day building administration and the safety and welfare of students, staff and activities. Ensures a safe, pleasant and effective educational atmosphere, provides discipline as necessary and enforces school policy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Other duties may be assigned.)*

- Interacts with students in a constructive manner to encourage each individual to perform at their highest level
- Manages a building staff.
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff.
- Coordinates in-service training for staff.
- Schedules use of the building.
- Conducts new student interviews along prior school contact before enrollment.
- Maintains relations with parents, parent groups, school volunteers and outside agencies
- Implements policy and procedure changes from the Board or the State and Federal level at the building level.
- Reports appropriately to staff and to community.
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable funds.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school.
- Maintains current information on legal/financial developments of educational legislative reforms.

**SUPERVISORY RESPONSIBILITIES:**

Manages over 40 employees in the elementary school. Is responsible for the overall direction, coordination, and evaluation of the elementary school. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE:**

Master's Degree, five years teaching experience.

**CERTIFICATES, LICENSURES, REGISTRATIONS:**

Valid teaching certificate. Valid administrator certificate and Administrators certificate. Maintains current educational administrative certificate.

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

**TERMS OF EMPLOYMENT:** Ten-month employee. Salary to be established by the Board of Education.

