

Position Title Elementary Principal Band/Grade E 8 1 19

Immediate Supervisor Director of Instruction

Job Summary (Basic Purpose of Position)

To provide administrative leadership in order to maintain and promote an effective elementary education program.




Supervisor

Employee

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
1.01 Maintains knowledge and informs staff of major changes and developments in education.	C	3		Knowledge	1.01 Curriculum objectives, materials and content; teaching methods and time; and testing are thoroughly reviewed in at least one subject area each year.
1.02 Motivates and encourages staff growth and development.		3		1.01 SBR 200-10-1	
1.03 Establishes and communicates philosophy goals and objectives for the unit.	D	3		1.02 Curriculum theory	1.02 The sequence of instruction for all subject areas can be described in detail.
1.04 Conducts short and long range planning activities.	D	4		1.03 Applicable statutes	1.03 Ongoing activities in the classroom can be described in detail.
1.05 Reviews and evaluates all aspects of curriculum and instruction.	D	4		1.04 History and tradition of the district.	1.04 Philosophy, goals and objectives of the unit are established, periodically reviewed and clearly communicated to staff.
1.06 Monitors student performance	C	3		1.05 Motivation theory and practices	1.05 Student performance characteristics, staff needs and deficiencies, and/or new knowledge and research in education are used as the basis for in-service and staff development activities.
1.07 Conducts inservice activities for staff.		3		1.06 Learning and developmental theory	
1.08 Promotes continuous improvement in all areas of organization programs and activities.	D	3		1.07 Leadership theory	1.06 Human and material resources, funds and time are allocated effectively for the improvement of instruction.
1.09 Allocates resources	C	3		1.08 Organizational theory	1.07 Individual staff growth and development activities have occurred.
1.10 Sustains personal growth and development.	D	3		1.09 Decision making theory	1.08 Attention was directed to personal growth & development.
1.11 Performs duties as assigned relating to instructional leadership.		3		Ability	
				1.01 Plan	
				1.02 Communicate	
				1.03 Delegate	
				1.04 Allocate	
				1.05 Organize	
				1.06 Control	
				1.07 Direct	
				1.08 Motivate	
				1.09 Build Consensus	
				1.10 Maintain effective interpersonal relations.	
				1.11 Conduct group processes and activities.	
				1.12 Mediate differences	

USUAL ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
<p>2. ESTABLISH EFFECTIVE COMMUNICATIONS</p> <p>2.01 Establish and maintain personal contact with publics through involvement with civic organizations, student organizations and staff.</p> <p>2.02 Speak when called upon, to groups and organizations.</p> <p>2.03 Establish and implement procedures to receive input from internal and external publics.</p> <p>2.04 Maintain accessibility to publics.</p> <p>2.05 Conduct regular meetings with staff.</p> <p>2.06 Provides information to the Director of Instruction regarding programs and activities.</p> <p>2.07 Provide information to media representatives.</p> <p>2.08 Monitor publication of newsletters, handbooks, etc.</p> <p>2.09 Write and disseminate appropriate communication to staff, students, parents and their publics.</p> <p>2.10 Performs duties as assigned relating to establishing effective communications.</p>	<p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>	<p>D</p> <p>D</p> <p>W</p> <p>M</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>		<p>1.12 Mediate differences</p> <p><u>Knowledge</u></p> <p>2.01 State Statutes</p> <p>2.02 Federal regulations</p> <p>2.03 School District policies and administrative procedures.</p> <p>2.04 Informal and formal power structures in the community.</p> <p>2.05 Requirements and procedures of local media.</p> <p>2.06 Appropriate interpersonal relations techniques.</p> <p>2.07 The community</p> <p>2.08 Group Dynamics</p> <p><u>Ability</u></p> <p>2.01 Speak and write clearly and correctly</p> <p>2.02 Listen</p> <p>2.03 Plan</p> <p>2.04 Organize</p> <p>2.05 Conduct small and large group meetings.</p>	<p>.09 Short and long range planning activities are used to improve aspects of organization, programs or activities.</p> <p>1.10 Completes other assigned duties as it relates to providing instructional leadership.</p> <p>2.01 Samples of written communication to publics are available upon request.</p> <p>2.02 Accurate information regarding the programs and procedures of the unit are provided upon request.</p> <p>2.03 Building communication procedures are reviewed at least once each school year, and revised as necessary.</p> <p>2.04 Meetings with appropriate staff are held at least once each month.</p> <p>2.05 Copies of applicable building procedures are distributed to appropriate staff, students and/or parents at least once each year.</p> <p>2.06 The views of various publics concerning the schools and the district can be discussed.</p> <p>2.07 A file of media releases is maintained and available upon request.</p> <p>2.08 A record of speeches delivered to various publics is available upon request.</p> <p>2.09 Completes other assigned duties as it relates to establishing</p>

 ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	TIME D, H, M, A, Q	WC	 KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	 PERFORMANCE STANDARDS How Will you Know the Job is Done?
3. SUPERVISE AND EVALUATE STAFF 3.01 Participate in the selection of staff. 3.02 Supervise all staff. 3.03 Evaluate staff annually and conduct classroom visits/observations. 3.04 Conduct short and long range personnel planning activities. 3.05 Perform other duties as assigned.	D7 D7 D7 D7	A D AW D D		<u>Knowledge</u> 3.01 Personnel administration 3.02 Employee negotiated agreements 3.03 Theory of supervision 3.04 Effective interview procedures and techniques. 3.05 Evaluation techniques and procedures. 3.06 Developmental and learning theory. 3.07 Instructional techniques and methodologies. 3.08 Organizational and time management theory. 3.09 Applicable statutes 3.10 Motivation theory and practices. 3.11 Leadership theory 3.12 Decision-making theory <u>Ability</u> 3.01 Conduct pre- and post-observation conferences. 3.02 Set goals and procedures for individual staff. 3.03 Communicate effectively 3.04 Motivate staff 3.05 Help staff to plan and organize time, materials and methods. 3.06 Help individual staff members design growth activities.	3.01 District hiring practices are followed. 3.02 Staff member receives a formal annual evaluation conference, the results of which are reduced to writing: a. All probationary staff receive at least three formal observations each school year which include: (1) Pre-observation conferences. (2) Post-observation conferences. (3) The results of pre-/post-observation conferences and observation(s) reduced to writing. b. Every nonprobationary staff receives at least two formal observations every three years which include: (1) Pre-observation conference. (optional) (2) Post-observation conference. (3) The results of pre-/post-conferences and observation(s) reduced to writing. 3.03 Observations and formal evaluations were completed within deadlines. 3.04 Completes other assigned duties as it relates to supervising and evaluating staff.

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4. MANAGE ROUTINE SCHOOL FUNCTIONS					
4.01 Implement appropriate Board policies and administrative regulations.	D	2		Knowledge 4.01 Applicable local, state and federal rules, regulations and laws.	4.01 Evidence exists that all required services and programs are provided.
4.02 Perform delegated duties.		2			4.02 District accounting, budgeting and purchasing procedures are followed.
4.03 Complete required reports.	B	2		4.02 District accounting, budgeting and purchasing procedures	
4.04 Develop and administer the school budget.	C	2		4.03 District and state reporting procedures and requirements.	4.03 Required reports are correctly completed by established deadlines.
4.05 Oversee interscholastic, intramural and student activity programs.	C	2		4.04 School lunch regulations and reporting procedures.	4.04 Annual audits of internal and district accounts are reviewed.
4.06 Establish and supervise internal accounting and auditing procedures.	C	2		Ability 4.01 Plan, organize and delegate.	4.05 Appropriate records are maintained in all areas (enrollment, attendance, health, discipline, school lunch counts, pupil reporting, etc.)
4.07 Supervise the school lunch program.	C	2		4.02 Direct and supervise the activities of others.	
4.08 Direct pupil personnel services.	C	2			
4.09 Register and program students.	B	2			
4.10 Monitor student transportation program.	B	2			4.06 Evidence exists that facilities and program are in compliance with local, state and federal safety regulations and procedures.
4.11 Establish and oversee staff and student safety program.	C	3			
4.12 Performs duties as assigned relating to the management of routine school functions.		2			

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5. SUPERVISE PLANT OPERATION AND MAINTENANCE					
5.01 Participation in selection of noninstructional staff.	C	1		<u>Knowledge</u> 5.01 District policies	5.01 Copies of formal evaluations of noninstructional support staff are available upon request.
5.02 Supervise noninstructional support staff.	C	1		5.02 Local, state and federal regulations	5.02 Evidence exists that regular inspections of the facility have been conducted.
5.03 Conduct periodic inspection of facility.	C	1		5.03 Building systems	5.03 A formal inspection of the facility will be conducted at least once each school year.
5.04 Identify and recommend building modification and improvement.	D	1		5.04 Acceptable maintenance procedures and techniques.	5.03 a. A list of recommended improvements and modifications will be submitted to the Business Director within 10 days of the formal inspection. b. Copies of the results of formal inspection are available on request.
5.05 Performs duties as assigned relating to supervision of plant operation and maintenance.		1		<u>Ability</u> 5.01 Plan 5.02 Organize 5.03 Supervise 5.04 Evaluate 5.05 Delegate 5.06 Communicate 5.07 Allocate 5.08 Motivate	5.04 Evidence exists that preventive and corrective maintenance programs were conducted.
6. PERFORM REQUIRED DISTRICT LEVEL FUNCTIONS AS ASSIGNED BY SUPERINTENDENT OR DESIGNEE					
6.01 As required					6.01 Assigned functions will be completed within timelines established by Superintendent or designee.