PRINCIPAL – ELEMENTARY

Purpose Statement

The job of Principal - Elementary Schools was established for the purpose/s of providing support to the instructional process with specific responsibility for directing overall site operations, services, and staff at an elementary school; providing information and serving as a resource to others; enforcing established policies and regulatory requirements; coordinating school activities and addressing issues, situations and/or problems that arise on campus or with enrolled students.

This job reports to Assistant Superintendent - Elementary

Essential Functions

• Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.

• Delegates responsibility for a variety of administrative functions to Assistant Principal (s) and other personnel for the purpose of managing the workload more efficiently.

• Develops, maintains and monitors all school related budgets and financial forecasts for the purpose of providing financial guidance and recommendations to administrative personnel, Asst. Superintendent and/or Superintendent, As well as to ensure adherence to established Internal controls.

• Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.

• Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.

• Ensures Implementation and advisement of policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.

• Manages school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.

• Performs other related duties as assigned for the purpose of ensuring an efficient / effective work environment.

• Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

• Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

• Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
Develops and endorses a culture of evidence based practices and ongoing evaluation to measure effectiveness, impact on student learning, success and return on investment of varies methodologies.

### Job Requirements: Minimum Qualifications

**Skills, Knowledge and Abilities**

**SKILLS**

Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; preparing and maintaining accurate records; and administering personnel policies.

**KNOWLEDGE**

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; conflict resolution; bookkeeping principles, and concepts of management and supervision.

**ABILITY**

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; working with frequent interruptions; creating a positive school climate for students, staff and community; motivating staff; and adapting to changing work priorities.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 60% sitting, 10% walking, and 30% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience:** Job related experience within specialized field is required.

**Education:** Master's degree in job related area.

**Equivalency:** Three years of Administrative experience as well as three years as a certified teacher.

**Required Testing**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**Certificates & Licenses**

Administrator Certification

**Continuing Education / Training**

Maintain Licensure
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