

Principal – Primary School
School District Job Description

Position Title: Principal - Primary School

Department: Building

Reports to: Assistant Superintendent

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 both 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 on the 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.
- Maintains relations with parents, parent groups, school volunteers and outside agencies. Participates in district-wide activities, inservices, committees, as appropriate. Implements policy and procedure changes from the Board, or the State and Federal level at the building level. Prepares the School budget, works with budget manager on budgeting/purchasing. Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- Works with Central Office personnel to coordinate processes for the effective functioning of the school.

Acknowledged _____

Date _____

- Maintains current information on legal/financial developments of educational legislative reforms.
- Maintains current educational/administrative certificate.
- Oversees curriculum

SUPERVISORY RESPONSIBILITIES:

Manages employees in the elementary school and early childhood centers. Is responsible for the overall direction, coordination, and evaluation of this unit.

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, LICENSES, REGISTRATIONS:

Valid Teaching Certificate and Valid Administrator Certificate with an elementary school endorsement.

EVALUATION:

Performance in 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

Acknowledged _____

Date _____