



TITLE: ELEMENTARY PRINCIPAL

DEPARTMENT: Elementary

TITLE OF SUPERVISOR: Superintendent

POSITION(S) OF PERSON(S) SUPERVISED: Teaching Staff and Paraprofessionals
Nonprofessional School Staff
Other Resource and Service Personnel while functioning in
the assigned school.

QUALIFICATIONS: Holds a Master's Degree, with a major in educational supervision and/or
administration.
Has at least two years teaching experience.
Holds a valid state certificate to practice as a school principal.

TERMS OF EMPLOYMENT: The work year is ten (10) months. Salary in accordance with
current schedule.

GENERAL RESPONSIBILITIES: Manages assigned school so as to promote the educational
development of each student by using leadership, supervisory, and
administrative skills.

EVALUATION: Performance of this job will be evaluated by teachers and Superintendent,
annually.

DESCRIPTION OF DUTIES:

1. Supervises the school's educational program, personnel (professional, paraprofessional and nonprofessional) and student activities.
2. Assumes responsibility for the implementation, interpretation, and observance of all district/school policies and regulations by the school's staff and students.
3. Assists in the development, revisions, and evaluation of the curriculum.
4. Supervises emergency preparedness programs (e.g., fire drills, tornado drills, etc.).

5. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
6. Budgets school time to provide for the efficient conduct of school instruction and business.
7. Coordinates Special Services and Chapter I programs with regular classes.
8. Confers with all personnel, parents and students concerning regulations policies, etc.
9. Prepares all reports for school, district, regional and State Department of Education.
10. Acts as liaison between the school and community, interpreting activities and policies of the school/district and encouraging community participation in school life.
11. Observes and evaluates on the job performance of all persons supervised.
12. Serves as chairperson of the Local Survey Committee for Special Services and becomes actively involved on other assigned communities.
13. Assumes the responsibility for the attendance, conduct, and health of students.
14. Assists in the in-service orientation and staff development training of teachers.
15. Oversees grading of students and reporting to parents.
16. Supervises the maintenance of accurate records on the progress, attendance and discipline reports of students.
17. Recommends employees for employment or removal according to established procedures.
18. Conducts meetings of the staff as necessary for the proper function of the school.
19. Attends Principals' meetings and Board meetings as needed.
20. Supervises all elementary activities (before, during, and after school), such as cafeteria, playground, programs, field trips, etc.
21. Prepares schedules (P. E., Music, Art, Library, etc.), assigning duties, homerooms, etc.
22. Assists in the recruiting, screening, hiring, training, assigning and evaluating the school's staff.

23. Assumes the responsibility of approving lunch applications, requisitions and verifying inventories.
24. Participates in professional seminars, workshops, in-service, etc. on local, state and when possible national basis.