

POSITION DESCRIPTION

| | | | |
|--------------------|----------------------|------------------------|----------------|
| TITLE: | Elementary Principal | SUPERVISOR: | Superintendent |
| DEPARTMENT: | Administration | CLASSIFICATION: | Administration |

I. **Accountability Objectives:**

The elementary principal administers the elementary school according to policies of the Board of Education and under the supervision of the Superintendent. The principal is in charge of elementary building and attendance. Objective include: 1) educational leadership to staff and pupils, 2) supervision, 3) planning and evaluation, 4) direction, and 5) coordination. Responsibilities vary with the needs of the particular educational unit, students, and programs.

II. **Position Characteristics:**

Salary: Set Annually by the Board of Education

Length of Contract: 260 Days

III. **Position Relationships:**

Reports to: Superintendent

Coordinates with: District Administrators; faculty and staff; parents.

IV. **Position Qualifications:**

A. Required certification:

Wisconsin Administrative Certification

B. Desired experience and training:

Previous administrative experience at the elementary level; three years of elementary teaching experience; advanced graduate work beyond the Master's Degree.

C. Special requirements of the position:

Strong leadership ability; ability to make sound decisions; ability to work effectively with others; broad and current knowledge of elementary curriculum and instruction; good communication skills; ability to relate to parents and general public.

V. **Position Responsibilities:**

- A. Maintains healthy public relations with community.
- B. Supervises school activity programs.
- C. Maintain high standards of student conduct and enforce the disciplinary measures as needed.
- D. Accepts other responsibilities which the nature of the position demands.
- E. Assist in curriculum development and implementation and serve on K-12 curriculum study committees.
- F. Visit classrooms, confer with teachers, give leadership in curriculum improvement, and assist in the evaluation and selection and use of instructional materials.
- G. Responsible for planning programs, schedules, and assignments of teachers and teacher assistant duties.
- H. Exercise major responsibilities of recruiting, screening, hiring, assigning, evaluating and dismissing regular school staff.
- I. Conducts interviews for instructional and non-instructional staff.

- J. Resolve problems and conflicts as they arise between teachers, students and parents.
- K. Responsible for the elementary school budget, requisitioning equipment and supplies within funds allocated.
- L. Cooperatively assists in the supervision and maintenance of buildings, grounds and equipment and personnel.
- M. Responsible for the interpretation of the school's programs to the community and enlists the participation of the community in school activities.
- N. Coordinate new teacher in-service and conduct orientation meetings for new staff members to familiarize them with school procedures.
- O. Develop student handbooks outlining school policies and procedures.
- P. Supervise student teachers.
- Q. Work closely with special education/pupil services.
- R. Visits classrooms to observe teachers in action.
- S. Participate in district-wide studies on curriculum and instructional materials.
- T. Work with the maintenance department on the upkeep and maintenance of building and equipment.
- U. Counsels with students and parents.
- V. Attend board of education meetings and provide reports and recommendations as requested by the superintendent.
- W. Performs other duties as assigned.