

**ELEMENTARY SCHOOL PRINCIPAL (1010)**

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**TITLE:** Elementary School Principal

**REPORTS TO:** Directors of Elementary Schools

**SUPERVISES:** Personnel assigned to the building

**JOB FUNCTION:** Serves as educational leader, supervisor, appraiser, and interpreter of the educational program in the school assigned; is responsible for delegating responsibilities as needed to personnel and is responsible for the safety and welfare of those assigned to the school; ensures that learning occurs.

**DUTIES AND RESPONSIBILITIES:**

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- Plans, administers, and supervises the educational program.
- Responsible for collecting, organizing, analyzing, using, and maintaining all students' achievement performance data which are required by the District
- After consultation with the SBDM Council, selects staff.
- Conducts all personnel evaluations
- Supervises all certified and classified personnel assigned to the school.
- Communicates directly and frequently with all members of the staff, SBDM Council, PTA/PTO, parents, and community.
- Responsible for school correspondence, general correspondence, notices for general distribution to the school community, etc.
- Responsible for the interpretation and execution of directives from the Superintendent or School Director
- Consults with and advises district staff on issues related to student achievement, and the effective management of the schools.
- Directs and assists in preparing all reports as required by the school district.
- Supervises completion and monitoring of all student records
- Manages all discipline in the school per the Board of Education's Student Code of Conduct and the school's SBDM policies.
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**DUTIES AND RESPONSIBILITIES (CONT.):**

- Enforces the observation of all federal and state laws (includes Special Education and the chairing of most Admission and Release Committee {ARC} meetings), SBDM school policies, rules, and safety regulations.
- Supervises student-teacher and internship program
- Responsible for the maintenance of the building and grounds
- Serves as a liaison and primary communicator among the school, home, and district
- Responsible for establishing and maintaining community relations which include the use of the school facility (Building Usage Policy and requirements)
- Directs and assists in the classification and promotion of pupils per SBDM policy.
- Cooperates with student groups in defining and achieving the overall objectives and effectiveness of the total school program
- Coordinates and supervises extracurricular and co-curricular programs and other after school activities.
- Maintains a complete inventory of all equipment and supplies in the building(s) and completes all appropriate and required reports.
- Performs other duties as assigned
- Maintains regular attendance.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

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- Master's Degree
- Kentucky Certification as an Elementary School Principal

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- Five (5) years of successful teaching experience as an elementary school teacher with demonstrated evidence of and potential for success in administrative/supervisory responsibilities (preferred)
- Must exhibit a knowledge of current Kentucky assessment requirements and SBDM management and leadership ability; ability to motivate and work cooperatively with diverse populations, particularly with teachers, classified personnel, parents, and administrators, good health, physical and mental stamina; ability to budget and use time efficiently; ability to effectively manage human, physical, and fiscal resources; ability to plan effectively. (preferred)

### LICENSES AND OTHER REQUIREMENTS:

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- ~~Valid Kentucky Teaching Certification~~
  - Valid Kentucky Certification as Principal
  - Exhibit knowledge of Kentucky assessments
  - Possess leadership ability
  - Experience working with students with varied learning style.
  - Provide evident of ability to motivate and work cooperatively with diverse populations
  - Ability to budget
  - Use time efficiently
  - Prior experience of effective management of human, physical and fiscal resources
  - Ability to plan effectively

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Original Date:* \_\_\_\_\_

*Revision Date:* 01/1995

*Revision Date:* 02/2001

*Revision Date:* 07/2012