ELEMENTARY SCHOOL PRINCIPAL DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Although administrators serve under the direction of the superintendent, duties of the elementary school principal may include, but not be limited to the following:

1. Provide educational leadership for all with a focus on learning and student achievement.
2. Create, promote and lead a collaborative culture of growth.
3. Is a lead learner by modeling learning, shaping culture, and maximizing the impact on learning.
4. Provide leadership and support to building leaders through the Teacher Leadership System (TLS) and Professional Learning Communities (PLC’s) to advance the vision of the district and building.
5. Assist in the development, revisions, and enactment of the district-wide curriculum.
6. Supervise and make recommendations concerning the school’s administration and instructional program.
7. Supervise and evaluate the school’s enrichment, special education, and at-risk programs and activities.
8. Assume leadership responsibility for collections and analysis of student data to increase learning for all.
9. Maintain high standards for instruction and monitoring of student social emotional learning competencies, as well as maintenance of accurate student behavior, health, and attendance data.
10. Maintain high standards of student conduct and enforce discipline as necessary, affording due process and maintaining the rights of students.
11. Write reports and recommendations as needed or requested relative to existing or envisioned educational programs.
12. Provide support, guidance, and leadership for teachers serving in Professional Learning Communities (PLC), on the Building Leadership Team (BLT), and on the Student Assistance Team (SAT) meetings.
13. Supervise the preparation of all school reports for the district office, state, and federal government.
14. Lead in recruiting, screening, hiring, training, assigning, supervising and evaluating of the school’s professional staff including teachers, teacher aides, secretaries, and custodians.
15. Supervise and evaluate substitute teachers and offer recommendations concerning their continued employment.
16. Lead faculty in professional learning aligned to CSIP goals. Provide training, monitoring and accountability for faculty and staff in administrative procedures.
17. Conduct Labor/Management Council (LMC) and general meetings with the staff to facilitate communication.
18. Responsible for safety and maintenance of school grounds and facilities.
19. Plan and supervise fire drills, storm drills and an emergency preparedness program.
20. Assist in the management and preparation of the school budget and approves all requisitions originating within the building.
21. Attend, or be represented at, all school-sponsored events occurring within his/her building.
22. Act as liaison between the school and community, supporting P.T.A. officers, members and committees and encouraging community participation in school life.
23. Organize and evaluate parent-teacher conferences and support messaging through eNews as a part of the reporting system of the school to home.
24. Work with outside agencies to give assistance to children and staff to enhance programs.
25. Is active in community and professional organizations.
26. Responsible for the implementation and observance of all Board policies and regulations by the school’s staff and students. Assert leadership in the school and community in accordance with established Board policy.
27. Maintain a high standard of ethics in all professional relationships.
28. Be present at Board meetings when requested by the Superintendent.
29. Perform all other duties as assigned by the Superintendent.

This list of duties will not act to limit the board’s authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.