

JOB DESCRIPTION

JOB TITLE: Elementary School Principal

REPORTS TO: Superintendent

DEPARTMENT: Administrative Staff

I. NATURE AND SCOPE OF JOB:

The principal is responsible for all aspects of the building which include but not limited to: instruction, curriculum, staff supervision and evaluation, staffing of building programs, staff development, student discipline, record keeping, public relations, and maintenance of building and grounds.

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable personal attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions:

1. Is responsible for keeping accurate and up-to-date attendance registers and submitting necessary reports on time.
2. Is responsible for keeping accurate individual records for all students, including cumulative records, grades, attendance, etc.
3. Is responsible for keeping accurate record of all monies received.
4. Is responsible for the discipline within the school:
 - a) Administers accepted discipline measures which are in line with district policy.
 - b) Keeps staff members advised of discipline measures as appropriate.
 - c) Notifies parent(s) of disciplinary measures as appropriate.
 - d) Keeps records on all disciplinary measures taken.
 - e) Notifies the Superintendent of Schools regarding suspension of a student.

A. Essential Functions, continued:

5. Supervises and evaluates non-certified personnel who work in the building including secretaries, custodians, aides, and lunchroom personnel. This includes making recommendations concerning placement, continued employments, and termination of non-certified personnel.
6. Supervises and evaluates all instructional personnel and provides assistance and opportunities for growth as appropriate.
7. Makes recommendations of contract status, continued employment, or termination of contract for all instructional personnel.
8. Is responsible for the implementation of curriculum as defined by the district.
9. Keeps the Superintendent, Board of Trustees, school personnel, and the public informed of the education program in the school.
10. Plans and implements staff development for all personnel.
11. Participates in the employment of personnel including screening applications, interviewing candidates, and making recommendations to the Superintendent of Schools.
12. Is responsible for supervision for all school activities and programs.
13. Is responsible for the health, safety, and welfare of all students and employees in the school program.
14. Facilitates communication within the building and throughout the district.
15. Participates in all administrative meetings.
16. Holds periodic meetings with instructional staff to discuss current program issues.
17. Strives to create a climate of positive relations with and between all personnel in the school and between the school and the home.
18. Develops and annually reviews a school handbook to include information of staff, schedules, expectations of students, school and district policies, and other pertinent information.
19. Develops a realistic, annual budget using staff input regarding instructional and student needs.
20. Is responsible for the implementation of the approved budget and makes decisions regarding expenditures keeping within budgetary limits.
21. Creates within the school a climate which promotes creativity, growth, and excellence.
22. Establishes, in collaboration with staff, annual goals for school improvement.
23. Administers the lunch program within the school.
24. Adheres to and follows all district policies, rules and regulations.
25. Ability to perform all duties as assigned by Superintendent.

B. Non-Essential Functions:

1. Participates in district committee meetings
2. Attends programs, activities, concerts, and other student-centered events
3. Acts as a liaison to other state and county agencies

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Knowledge of curriculum and principles of learning
2. Knowledge of technology
3. Ability to communicate effectively
4. Ability to weigh options, think clearly, and evaluate accurately
5. Ability to understand and facilitate needs of various personality types
6. Ability to make decisions with sound emotional judgment
7. Knowledge of the psychological and physiological development of children
8. Ability to develop a plan and make decisions to facilitate its fulfillment
9. Must possess the ability to see, hear, and talk in order to ascertain teacher effectiveness
10. Must be able to concentrate with numerous interruptions
11. Must be persuasive, alert, creative and have patience, initiative, and reasoning
12. Knowledge of health and safety precautions

B. Education, License, Certification or Formal Training:

1. Must possess and maintain state certification as described by Wyoming Professional Standards Board
2. Must have at least 3 years of successful administrative experience

C. Equipment Used:

Computer software applications Audio-Visual Equipment

D. Physical Demands:

1. Long hours and weekends
2. Possess proper stress management techniques

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines and Traci Blaize.

