

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Administrator - Principal – Elementary School
Reports To: Superintendent
Approved By: Board of Education
Approval Date: June 9, 2020

GENERAL STATEMENT OF DUTIES

The Principal of Rossville Elementary School has the primary responsibility to direct and coordinate educational, administrative, and support services to ensure the efficient, orderly, and productive operation of the school while holding students and staff accountable for high standards of academics and character.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The principal shall ensure clear, rigorous, relevant performance standards have been developed for each curricular area.
2. The principal shall ensure that a plan exists and is followed to ensure the identified academic standards are continually reviewed and updated.
3. The principal will have provisions established which provide assessment of student's achievement of the identified performance standards.
4. The principal will directly supervise and evaluate all certified and classified personnel assigned to their school as per corporation policies and applicable laws.
5. The principal will hold employees, for which they directly supervise, accountable for high standards and the execution of assigned responsibilities.
6. The principal shall ensure proper discipline is maintained within the school building, on school grounds, and at school functions.
7. The principal shall, within corporation procedures, requisition and allocate supplies, equipment, and instructional materials to best meet the educational needs of students.
8. The principal shall ensure all records are accurate and properly maintained, forwarded to appropriate officials in a timely manner, and keeping with state and federal statutes.
9. The principal shall supervise and review emergency preparedness programs ensuring the physical and emotional safety of the students and school staff.
10. The principal shall supervise the assignment of teachers and pupils to classes.
11. The principal shall work with custodial and maintenance personnel to ensure that the school's physical environment is conducive to learning.
12. The principal shall develop and maintain a positive public relations program with the community.
13. The principal shall ensure bus drivers are assisted with student discipline issues as they arise.
14. The principal shall create a master calendar of events, Specials' schedule, and communicate to all stakeholders.

15. The principal will serve as the District's Coordinator/Liaison for the following but not limited to McKinney-Vento, Title 1, Local Heroes, mental health agencies, and Cognia District Team.
16. The principal will serve as the School's Coordinator or team member on the following but not limited to Building Level Discussion Team Member, School Improvement Team Leader, Textbook Adoption Team Leader, MTSS Leader (General Education Intervention Coordinator), Reading Team Leader, Parent Advisory Committee Leader, and Special Education Case Conference Committee.
17. The principal will serve as Expulsion Examiner when appointed.
18. The principal shall supervise all elementary extracurricular events or assign a designee when deemed necessary.
19. The principal shall create a monthly newsletter for all stakeholders.
20. The principal will collect the school systems students' academic trend data and share it with appropriate stakeholders.
21. The principal shall perform other duties as assigned by the superintendent, or out of necessity to fulfill the requirements of the position.