

WAUNAKEE COMMUNITY SCHOOL DISTRICT
ELEMENTARY AND INTERMEDIATE PRINCIPALS
Job Description

- QUALIFICATIONS: 1) Certification as required by the State of Wisconsin
2) Any other qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: Superintendent

GENERAL FUNCTIONS:

The principal, under the supervision of the superintendent, has the responsibility for the organization, administration, and supervision of the elementary/intermediate school. The principal will be expected to carry out the duties identified within this document and all other duties that may accrue or be assigned in a manner that will meet the standards established by the superintendent and the Board.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. Leadership

The elementary/intermediate principal will:

1. Develop with staff, annual educational goals which reflect the educational objectives of the District.
2. Make a positive impact in the development of District and elementary/intermediate philosophies, objectives, and methods.
3. Delegate appropriate responsibility and authority to staff.
4. Establish and maintain an effective learning climate in the school.
5. Provide for staff involvement in the decision-making process.
6. Develop a process for obtaining feedback on own performance from staff.
7. Recognize and anticipate changes in the community, educational fields, and in the elementary/intermediate school.

B. Human Relations

The elementary/intermediate principal will:

1. Develop and maintain constructive relationships and lines of communications with staff, students, parents/guardians, and community.
2. Cooperate with the administrative team for the overall benefit of the District.
3. Resolve conflict for beneficial change.

4. Involve parents, teachers and students in gathering information and communicating school policy, programs, and practices.

C. Curriculum and Student Activities

The elementary/intermediate principal will:

1. Initiate and implement procedures and activities that will provide each student with the opportunity for optimum learning by:
 - a. providing leadership for maintenance, assessment, and improvement of curriculum; and
 - b. motivating and directing teacher participation in curricular and other instructional projects.
2. Encourage and support student activities by assuring proper direction and supervision of student activities.
3. Establish methods to encourage parent and community involvement and participation in school programs and activities by:
 - a. encouraging parent participation in PTO, volunteer programs, and class activities;
 - b. using community resources to strengthen the educational program; and
 - c. establishing forums, discussion groups, and advisory councils for sharing and receiving information.

D. Personnel

The elementary/intermediate principal will:

1. Recommend selection and assignment of staff by:
 - a. identifying needs and criteria for selection;
 - b. interviewing and recommending staff for employment; and
 - c. assigning staff within certification requirements.
2. Supervise and evaluate staff according to District policies by:
 - a. implementing District evaluation procedures;
 - b. preparing written evaluations; and
 - c. recommending continuation or dismissal of staff.
3. Provide direction for all staff by:
 - a. planning and leading regularly scheduled faculty meetings;
 - b. encouraging staff participation in providing inservice programs to other staff; and
 - c. planning and leading orientation meetings for staff (including-support staff and substitutes).

E. School Management

The elementary/intermediate principal will:

1. Be responsible for general management, discipline and supervision of the elementary school within the framework of established Board policies.
2. Develop and implement an annual school schedule.
3. Develop and administer the management of the elementary budget.
5. Be responsible for keeping accurate records and preparation of reports required by Board policies
6. Cooperate with the director of buildings and grounds in the supervision and direction of custodial personnel.
7. Coordinate with the director of community services, the use of the elementary/intermediate building during the school day and outside of the school hours.
7. Maintain a school calendar of activities and events.

F. External Relations

The elementary/intermediate principal will:

1. Maintain good public relations within the community by participating in community organizations and events.
2. Participate in professional activities on local, state and national levels to further personal inservice and professional growth.
3. Accept responsibility for furthering the educational profession and public education.

G. Other Duties

The elementary/intermediate principal will:

1. Perform all other duties as assigned by the superintendent.

Legal Ref.: Sections 118.24 Wis. Stats.
121.02(1)(a)
PI3 Wisconsin Administrative Code
PI8.01(2)(a)+(q)

Adopted: 4/22/91

Revised: November 1995
12/11/95

Waunakee Community School District