

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Elementary Principal

QUALIFICATIONS:

1. A master's degree or higher, majoring in educational administration with specific course work related to elementary school education.
2. A valid Iowa Administrative Certificate.
3. A minimum of five years of successful experience as an elementary school teacher.
4. Such alternatives to the above qualifications as the Board may deem appropriate.

REPORTS TO: Superintendent

SUPERVISES: All personnel serving within the assigned school and other staff members designated by the Superintendent or the Board of Directors.

JOB GOAL: To use leadership, supervisory, and administrative skills to promote the educational development of each student.

PERFORMANCE RESPONSIBILITIES:

1. Implements Board policies and administrative rules and regulations relating to the school.
2. Prepares such reports as may be required.
3. Administers the school's budgeted allocations.
4. Reports to appropriate administrative personnel regarding the needs of the school with respect to personnel, equipment, supplies, and curriculum.
5. Directs the activities of school professional and non-professional staff members in the performance of their duties.
6. Consults regularly with and coordinates the services of the resource personnel so that all classroom teachers may receive effective assistance.
7. Establish and maintains an effective learning climate in the school.
8. Programs classes within established guides to meet student needs.
9. Evaluates and counsels all staff members regarding their individual and group performance.
10. Participates in meetings as are required or appropriate.
11. Prepares and submits the school's budgetary requests and monitors expenditures of funds.
12. Keeps the superintendent informed of the school's activities and programs.
13. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications; and discussing problems of mutual interest with others in the field.
14. Plans and supervises safety programs and drills.
15. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students.
16. Acts as liaison between the school and the community interpreting activities and policies of the school and encouraging community participation in school life.

Page 2 – Elementary Principal

- 17. Conducts meetings of the staff as necessary for the proper functioning of the school.
- 18. Monitors attendance and health of students.
- 19. Assists in the ongoing improvement of the school curriculum.
- 20. Utilizes all resources of the school system and the community in developing the most effective educational program.
- 21. Performs all other tasks as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

2/4/02