

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: PRINCIPAL-ELEMENTARY

QUALIFICATIONS:

1. Baccalaureate Degree and a Masters Degree in Education with courses adapted to Elementary Supervision and Administration
2. Valid Elementary Principal's Certificate from the State Department of Education.

REPORTS TO: Executive Director of Elementary Learning

JOB GOAL: To provide leadership in developing, achieving and maintaining the best possible educational program to serve the needs of elementary students.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and administers the elementary course of study.
2. Selects, with the assistance of the staff, uniform text and instructional material.
3. Assumes responsibility for the testing and appraisal program and guidance as it pertains to elementary pupils.
4. Promotes uniformity of method and procedure in all matters relative to instruction.
5. Promotes activities leading toward keeping parents informed on matters of school instructional policies, methods and procedures.
6. Promotes activities among the elementary teaching staff leading toward professional growth and improvement
7. Performs other supervisory duties as directed by the Superintendent and The Board of Education relative to the efficient operation of the elementary schools.
8. Teaches such academic classes as may be required.
9. Communicates effectively with parents in regard to low achievement or the possibility of grade retention, or causes such communication to occur by other staff members.
10. Provides leadership in curriculum development in cooperation with other administrators.
11. Evaluates all probationary teachers annually and all tenured teachers every other year.
12. Accepts responsibility that all duties related to the position which have been delegated to staff members have been properly performed and reported.
13. Provides leadership for instruction and academic improvement.
14. Other duties as assigned.

PHYSICAL DEMANDS: Must be able to sit for long periods of time and be mobile within and between school buildings.

TERMS OF EMPLOYMENT: Basic annual contract plus 40 days; compensation as per administrator's salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Executive Director of Elementary Learning

APPROVED BY SCHOOL BOARD: February 21,2019