BUTLER COUNTY SCHOOLS

PRINCIPAL, ELEMENTARY SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

(1) Minimum of a Master's degree from an accredited institution.
(2) Certification in Educational Leadership, School Principal or Professional School Principal, or Administration and Supervision.
(3) Endorsement at Elementary Level.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the State Board Rules, Code of Ethics, School Board Polices, and appropriate state and federal statutes. Ability to select, hire, supervise, evaluate and reappoint personnel. Ability to communicate and interact effectively with the public. Ability to demonstrate the knowledge and practice of current educational trends, research and technology. Ability to understand the unique needs, growth problems and characteristics of elementary school students. Ability to use group dynamics within the context of cultural diversity.

REPORTS TO:

Superintendent

JOB GOAL

To use all materials and human resources available to the greatest advantage in the service of all students at the school site. To provide leadership to successfully administer and supervise the total educational program within the framework of State Board Regulations and School Board Policies.

SUPERVISES:

All Personnel at School Site

PERFORMANCE RESPONSIBILITIES:

* (1) Manage and administer the instructional program so as to ensure all students have the opportunity to learn.
* (2) Manage and administer the accreditation program for the assigned school.
* (3) Manage and administer the instructional program as set forth in System guidelines.
* (4) Manage and administer the development of long and short-range instructional and facility needs.
* (5) Manage and administer the testing program for the school.
* (6) Approve school-sponsored activities and maintain a calendar of all school events.
* (7) Provide for the articulation of the school's instructional program among school personnel.
* (8) Interview and select qualified personnel to be recommended for employment.
* (9) Manage and supervise the wise use of personnel.
*(10) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
*(11) Assign and supervise special tasks and assignments to all school personnel.

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PRINCIPAL, ELEMENTARY SCHOOL (Continued)

*(12) Administer and develop instructional and non-instructional duty rosters.
*(13) Coordinate plant safety and facility inspections at the assigned school.
*(14) Manage and supervise the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.
*(15) Adhere to state statutes and system policies relating to accounting to ensure judicious management of school funds.
*(16) Establish and manage student accounting and attendance procedures at the assigned school.
*(17) Maintain accountability of property inventory records and security of school property.
*(18) Provide a quick response to any emergency indoors/outdoors on the school site.
*(19) Maintain a high visibility within all areas of the facility.
*(20) Supervise the orderly movement and safety of transportation services on school grounds.
*(21) Establish guidelines for proper student conduct and implement disciplinary procedures and policies that ensure a safe and orderly environment.
*(22) Coordinate the supervision of all extracurricular programs at the assigned school.
*(23) Supervise the guidance program to ensure individual student educational and developmental needs.
*(24) Manage and administer personnel development through training, in-service and other developmental activities.
*(25) Orient newly assigned staff members and assist in their development.
*(26) Guide and assist new teachers through the System's Induction Program and in accordance with state guidelines.
*(27) Develop positive interpersonal communication skills for all non-instructional and instructional personnel.
*(28) Direct staff in developing a positive community relations program.
*(29) Develop and maintain positive school/community relations and act as liaison between the two.
*(30) Direct and develop the recruitment of Business Partners to benefit the school and community.
*(31) Communicate, through staff meetings and written material, information that will keep staff informed of policies, procedures and instructional program changes and updates.
*(32) Participate in system-wide management meetings and other meetings and activities appropriate for professional development.
*(33) Provide leadership in the school improvement process and the implementation of the school improvement plan.
*(34) Establish a vision and mission for the school in collaboration with key stakeholders.
*(35) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
*(36) Assume all duties provided in Alabama Statutes.
(37) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

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PRINCIPAL, ELEMENTARY SCHOOL (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities

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