

SEDALIA SCHOOL DISTRICT #200

Job Title: Early Childhood Principal

Job Overview

- Administrative salary schedule: Elementary School Principal
- Employed for a period of one year for the first term and two years thereafter
- Reviewed annually with recommendation for re-employment by April 15
- Superintendent and Director of Special Services

Qualifications

- Master's Degree
- Elementary Administrator Certification by the State of Missouri
- Certification in at least one area of Special Education or related area
- Special Education Administrator by the State of Missouri
- Three or more years of classroom teaching
- Knowledge of the special education process requirements
- Understanding of education and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Understand and relate to teachers, their problems and the teaching-learning process
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in February with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Maintain regular office hours Monday through Friday except when away at meetings representing the district, vacation and holidays, spending the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations
- Opportunity to continue professional preparation with the prior approval of the Superintendent
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Responsible for personnel and instructional behavior, actions and results
- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Assign, supervise and evaluate staff
- Develop and implement instructional goals and objectives
- Provide student supervision, disciplinary guidance, counseling and assistance to self-realization
- Organize and coordinate institutional activities, with ultimate responsibility for these activities
- Assume the legal responsibility for pupil accounting, record keeping and the execution of state regulation
- Develop and maintain a community relations program through cooperation with the information media, individual citizens and groups
- Develop ways and means to involve parents in the educational process

- Awareness of developments and implications that affect education and our district by continual study and information seeking
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Provide outreach, referral and assistance to MoHealthNet eligible and potentially eligible children and their families
- Coordinate district-wide programs with the school
- Provide knowledge and expertise in the performance of the educational programs of the school
- Assist teachers in achieving their personal and professional goals
- Motivate and encourage staff and students toward achievement
- Recognize and give credit for accomplishment
- Awareness of developments and implications that affect education and our district by continual study and information seeking
- Assume over-all responsibility for the cleanliness and maintenance of facilities and equipment
- Supervise financial expenditures and handling of district funds related to the school operation
- Maintain communication and a working relationship with members of the staff and District Office staff
- Responsible for conducting an adequate program of safety education and practice in their schools, including fire drills and other accident prevention programs
- Responsible for ensuring the implementation of the special education requirements and complete all required DESE reports and budgets for the Early Childhood Special Education program
- Responsible for ensuring the implementation of the Parents As Teachers program requirements and complete all required DESE reports and budgets for the Parents As Teachers program
- Designate a certified staff member to assume administrative responsibilities and inform the District Office when they are absent from the building
- Responsible in administration of a plan that prevents students from being released to persons other than their parents without positive identification and parental authorization
- Must take particular care in applying Board policies dealing with disciplinary procedures
- Responsible for the administration of student records and interviews in accordance with Board policies and the requirements of the law
- Responsible for the administration of Board policies regarding advertising, use of school buildings, solicitation and sales at school
- Make professional decisions on the progress, promotion and assignment of pupils
- Responsible for the formulation of such rules and regulations necessary to achieve the goals and objectives of public education
- Cooperate with District Office administrators in the formulation and planning of district policies and procedures
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Superintendent or Assistant Superintendents

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.